

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk

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

Tel: New Romney 01797 362348

Ref: CN/3005

3rd April 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 APRIL 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 APRIL 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:**
To receive the report of the County Councillor for Romney Marsh (who is requested to provide a written copy of the report ahead of the meeting for publication within the electronic meeting agenda).
- 5. REPORTS OF FOLKESTONE & HYTHE DISTRICT COUNCILLORS (Encs*):**
To receive the reports of the District Councillors for New Romney'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*):

To approve the minutes of the **Full Council Meeting** held on **13th March 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

Meeting held on 27th March 2024 (Attached hereto*)

(ii) Finance & General Purposes Committee

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

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

(i) To consider final payments and receipts and bank reconciliations for February 2024, if available.

(ii) To receive and note PWLB Lending Annual Statement

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. INTERIM INTERNAL AUDIT 2024 (Encs*):

To receive and note the Interim Internal Audit Report dated 25th March 2024 and take any action thereon as may be deemed necessary.

18. REVIEW OF NRTC STANDING ORDERS & FINANCIAL REGULATIONS:

To formally confirm completion of annual review of Standing Orders and Financial Regulations (see Clerk's report – to follow*).

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

AGENDA ITEM 4

No report of the KCC Councillor on this occasion due to the close proximity of the Annual Town Meeting for which an Annual Report has been prepared.

AGENDA ITEM 5

DISTRICT COUNCILLOR REPORTS NRTC FULL COUNCIL MEETING 10TH APRIL 2024.

DISTRICT COUNCILLOR REPORT NRTC FULL COUNCIL MTG 10th APRIL 2024.

Since our last NRTC Full Council meeting I have taken part in one Planning Committee meeting, one RMP preparation meeting, one Constitution Working Party meetings, one FHDC (Folkestone and Hythe District Council) & Joint Parish Councils meeting, one NULEAF (Nuclear Legacy Advisory Forum) meeting and Audit & Governance training (on Treasury Management).

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.

I also attended a Rural England Prosperity Fund - decision panel on Monday 18th March 2024, to consider an application from a local business. The decision will be announced in due course.

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

Constitution Working Party (CWP) Meeting.

We have had one CWP meeting on 26th March since my last report to NRTC.

On 26th March 2024, the business of the meeting was as follows:

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

Role descriptions – for the role of Chairs and Vice-Chairs.

Reasons behind the creation of the Licensing Act Committee

Appointments to Outside Bodies.

Update on Folkestone Parks and Pleasure Grounds Charity, and how the Trustees will be appointed in the new arrangements.

Timetable of activity, and frequency of future meetings of the Working Group.

The link to the meeting is shown below.

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

FHDC & Joint Parish Councils meeting,

Cllr Frank Hobbs was elected Chair for the meeting.

There were two items of business:

Election Act Changes from the FHDC Democratic Services & Elections Manager

Provided the committee with a presentation in relation to the changes brought about by the Elections Act 2022.

Community Infrastructure Levy (CIL) from the FHDC Strategy & Policy Senior Specialist

The item outlined the background to the Community Infrastructure Levy, which came into effect in August 2016, and provided details on the total sums that have been transferred to Town and Parish Councils to date. It also provided high-level guidance on the spend of the Neighbourhood allocation by Town and Parish Councils.

The link to the meeting is included below.

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=143>

Local Resident Concerns.

I am dealing with several ongoing residents' concerns.

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

I am liaising with FHDC Planning on two issues raised by residents.

Nuclear Legacy Advisory Forum (NULEAF).

The NULEAF Steering Group meeting and AGM (Annual General Meeting) was held on 13th March 2024 (via TEAMS).

The business of the day was as follows:

STEERING GROUP MEETING.

10.00 Welcome

10.05 Minutes of the last meeting

10.10 Matters arising

10.15 NDA comms and engagement plans for 2024: Dr. Sam Harris, NDA

10.45 Update on national developments in radioactive waste management

11.10 Update on the Geological Disposal Facility siting process

11.25 Date of next meeting

11.25 Any other business

11.30 CLOSE

AGM

1. Welcome
2. Minutes of the last meeting and matters arising
3. Election of Officers
4. Annual Report
5. Finance and funding update
6. Membership fees and voting rights
7. Any other business

13.00 Update on the work of the Committee on Radioactive Waste Management (CoRWM)
[REDACTED] Chair of CoRWM.

14.00 Update on AGR (Advanced Gas Cooled Reactor) decommissioning [REDACTED]
Nuclear Decommissioning Director, EDF and [REDACTED] Future Missions Director, NRS
(Nuclear Restoration Services).

The documents and presentations are available for public viewing on the NULEAF website.

Romney Marsh Partnership.

High Street improvement.

A workshop to support Councillors and Officers on High Street Improvements has been scheduled for 30TH April 2024. The workshop will be led by the Government High Street Task Force Chair.

Community Bus Scheme.

The RMCH (Romney Marsh Community Hub) Managers are progressing with the preparations for the Dial-A-Ride Scheme for Romney Marsh and are waiting for the KCC (Kent County Council) Officers decision on the grant funding, which is due imminently.

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 now due for completion in 2026.

Ward Grant Applications.

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

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

FHDC Councillor Paul Thomas – 2nd April 2024.

MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Wednesday 13th March 2024
Commencing at 6.45pm

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

Town Ward:

Councillors: J Davies, Rev Cn McLachlan, J Houston and L Phillips

Coast Ward:

Councillors: P Thomas, J Hiscock, P Coe, K Terry, A Meredith and
E Carr

In Attendance:

Deputy Town Clerk	-	Mrs C T Morris
KCC Councillor	-	Cllr Hills
1 Member of the Public		

IN THE CHAIR

The Mayor – Councillor J Rivers

In the absence of the Mayor's Chaplain the formal business of the meeting commenced **@6.45PM.**

565/2023-24 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted, as follows:

Councillor O'Hare	-	who had a prior commitment
Councillor Hodges	-	for personal reasons
Councillor Wimble	-	who was attending a District Council meeting

Apologies were also subsequently received from Councillor Carey who had a prior commitment that over ran.

566/2023-24 DISPENSATION TO PARTICIPATE

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

567/2023-24 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 579/2023-24 refers.)

568/2023-24 **REPORT OF THE KENT COUNTY COUNCILLOR**

The written report from the Kent County Councillor, which included updates relating to flooding, Kent's Plan B and highways matters, was duly received and noted.

569/2023-24 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Wimble's written report for February 2024, which was circulated at the 7th February meeting, and included matters relating to budgets and staff redundancies, was duly received and noted.

FHDC Councillor Thomas' written report, which included details of meetings attended, recent surface water flooding issues, budgets and matters pertaining to the Romney Marsh Partnership, was duly received and noted.

570/2023-24 **ADJOURNMENT OF MEETING**

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

571/2023-24 **PUBLIC QUESTIONS**

None.

572/2023-24 **RE-CONVENING OF MEETING**

Not applicable.

573/2023-24 **MINUTES**

(i) The Chairman presented the minutes of the **Full Council Meeting** held on **7th February 2024**, copies of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Terry

RESOLVED – that the minutes of the Full Council Meeting held on 7th February 2024 be approved and signed as a true and correct record.

Councillors Rev Cn McLachlan, Houston and Meredith abstained from voting as they had not been present at the afore-mentioned meeting.

(ii) The Chairman presented the minutes of the **Especial Full Council Meeting** held on **28th February 2024**, copies of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Coe

RESOLVED – that the minutes of the Especial Full Council Meeting held on 28th February 2024 be approved and signed as a true and correct record.

Councillors Thomas, Phillips, McLachlan, Houston, Carr, Hiscock and Meredith abstained from voting as they had not been present at the afore-mentioned meeting.

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

574/2023-24 **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.

575/2022-23 **TOWN CLERK'S REPORT**

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

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

Further Items of Report

The Clerk verbally reported that the Design & Build Contract in respect of the Maude Community Centre had been formally signed and issued.

576/2023-24 **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.

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577/2023-24 **STANDING ORDER NO.14**

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

578/2023-24 **STANDING COMMITTEES**

(i) Councillor Coe presented the minutes of the **Planning and Environment Committee** meeting held on **14th February 2024**, which were duly received and noted.

(ii) Councillor Rivers presented the minutes of the **Health and Wellbeing Committee** meeting held on **20th February 2024**, which were duly received and noted and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor McLachlan

RESOLVED UNANIMOUSLY – that the recommendation made under Minute Ref: 548/2023-24, in respect of Committee meeting dates, be approved.

579/2023-24 **RFO'S FINANCIAL REPORTS FOR 2023-24**

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

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the finance reports for the month of January 2024 be hereby received and approved.

Payments and receipts for the month of **January 2024** being in the amounts as detailed below:

January 2024	Receipts:	Payments:
NatWest Current Account	£53,056.76	£53,056.76
Unity Trust Current Account:	£8,970.40	£164.67
Lloyds Bank Business Account:	£50,697.40	£1,032,301.47

NatWest Business Reserve Account:	£3,717.81	£51,882.36
Petty Cash:	£0.00	£54.72

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Lloyds Bank Corporate Card:	£124.98	£193.34
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Lloyds Bank Instant Access Online Saver	£1,000,518.39	£0.00
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580/2023-24 **COUNCIL REPRESENTATIVES' REPORTS**

There were no Council Representatives' reports on this occasion.

581/2023-24 **NRTC MEETING DATES 2024-25**

Having duly considered returning all Town Council meetings to the Town Hall Council Chamber and the draft schedule of Town Council meetings for the 2024-25 Civic Year, it was:

PROPOSED BY: Councillor Terry
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that (i) with effect from the beginning of the 2024-25 Civic Year, all Town Council meetings will return to the Town Hall Council Chamber: (ii) the draft schedule of Town Council meetings for the 2024-25 Civic Year, as presented, be approved.

NB: The Annual Town Meeting is not a Council meeting, therefore, it will remain at the Assembly Rooms.

582/2023-24 **NRTC COUNCILLOR SURGERIES**

The report of the Facilities and Communications Clerk, regarding Councillor Surgeries, was received and noted. Following due consideration it was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that, changes in the process for hosting monthly New Romney Town Council Councillor Surgeries, be approved as presented, with the exception of item 4 which will have the number 13 removed. These changes are to take effect from the beginning of the forthcoming Civic Year.

583/2023-24 **STATION ROAD SPORTS FIELD – EVENT REQUEST**

Due consideration was given to the request to hold a Youth Football Presentation Event on Station Road Sports Field. It was:

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Hiscock

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RESOLVED UNANIMOUSLY – that, subject to the caveats as detailed below, permission be granted to hold a Youth Football Presentation Event on Station Road Sports Field:

- (i) The use of bouncy castles or other inflatables is not permitted.**
- (ii) The applicant will be required to provide their own power source.**
- (iii) The applicant to be responsible for obtaining a Temporary Events Notice.**
- (iv) The applicant to provide evidence of relevant event insurance.**
- (v) The applicant to be responsible for providing adequate toilet facilities.**

584/2023-24 EXCLUSION OF PUBLIC AND PRESS

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

585/2023-24 ON-GOING MATTERS

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

586/2023-24 PERSONNEL MATTERS

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

587/2023-24 LAND AND TENANCY MATTERS

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

588/2023-24 CONCLUSION OF PRIVATE SESSION

Not applicable.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded **@ 7.49PM.**

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 Deputy 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 15 th March 2024 - | Faversham Mayor's Ball * |
| 2. Friday 22 nd March 2024 - | Romney Tweed 10 th Anniversary * |
| 3. Saturday 23 rd March 2024 - | Romney Marsh Community Hub Spring Fair |
| 4. Thursday 28 th March 2024 - | Harvey Grammar School Prize Giving * |
| 5. Monday 1 st April 2024 - | New Mayor of Winchelsea service * |

* Accompanied by the Mayoress.

* Accompanied by the Deputy Mayor.

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

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

- 1) The **Schedule of Town Council Meeting Dates for 2024-25**, as approved, will have been published online and in Town Council noticeboards at the time of this meeting. A copy of the Schedule has been issued to all Councillors.
- 2) New Romney Football Club Youth Section has been advised that **consent has been granted for an event on the Sports Field** subject to caveats as determined by the Town Council.

Additional Items of report

- 1) The **Annual Town Meeting** will take place on Wednesday 24th April 2024 in the Assembly Rooms, commencing at 7.30pm.
- 2) The Council's first **Interim Internal Audit** was undertaken by the recently appointed Auditor on 20th February 2024; the output report is attached hereto.
- 3) Two **Freedom of Information Requests** have been received, as below:
 - Request for information relating to vacant council houses received on 6th March 2024
 - Request declined.
 - Reason: New Romney Town Council is not the Local Authority responsible for housing
 - Request for information regarding any NRTC by-laws for New Romney Parish received on 10th March 2024
 - Request declined
 - Reason: New Romney Town Council has not created any by-laws

AGENDA ITEM 12

(i) NEW ROMNEY TOWN COUNCIL

MAUDE COMMUNITY CENTRE (FORMERLY CHSPN) PROJECT

On Wednesday 27th March 2024, Synergy Project Management Team hosted a pre-commencement meeting with Kent Structures Ltd in the Assembly Rooms to review all logistical, technical, legal and planning matters ahead of commencement on site. Synergy requested the attendance of the Town Clerk (Proper Officer) and Chairman of the Project Steering Group in order that any questions arising for the Town Council could be dealt with at the meeting in order to avoid unnecessary delay. The minutes of the afore-mentioned meeting will have been shared with the Project Steering Group at the time of this Full Council Meeting and any output actions reviewed and duly noted.

Further monthly construction meetings will be scheduled by Synergy to take place with Kent Structures – with the Town Clerk and Chairman of the Project Steering Group acting as NRTC representatives throughout the construction period to review progress and any issues arising. Once a meeting schedule has been agreed between Synergy and Kent Structures, Project Steering Group meetings will be scheduled to follow each construction meeting in order that any matters arising can be promptly followed up.

As previously reported, Kent Structures will take over the site on Monday 29th April 2024. In the interim, the sports clubs have been advised of the need to close down their utilities accounts, since the new ground floor pavilion will be serviced via a sub-metering arrangement or similar, and the setting up of new NRTC utilities accounts is in hand.

New Romney Football Club is currently making all necessary arrangements for the continuation of football during the construction phase of the project, including temporary re-location of the first team pitch to the rear of the sports field and temporary storage of all items of sports equipment/property that are to be retained.

It was confirmed at the afore-mentioned meeting that work on all pre-commencement planning conditions is currently in hand and no issues are currently anticipated.

Once the site has been secured, Members of the Project Steering Group, together with the Chairman of the Council, are to be invited to walk through the Site to gain an insight into how things will work during the construction phase of the project. Following that initial walk-through, Synergy will undertake regular site visits on behalf of the Council, which may be accompanied by the Town Clerk / RFO and the PSG Chairman / Chairman of Council as necessary and/or appropriate to assist in providing regular updates to the Council and /

or to make any decisions required to ensure continued progress and mitigate potential delays in accordance with the authority delegated by the Town Council.

Town Clerk
3rd April 2024

(ii) MCC PROJECT FINANCIAL UPDATE

<u>MCC (formerly CHSPNP) FINANCIAL REPORT - FULL COUNCIL MEETING 10.4.24</u>			
<u>FUNDING</u>			
NRTC			
Initial Contribution		£	630,000.00
Additional Contributions		£	436,244.00
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 @ 31.3.24			£ 2,222,691.00
<u>EXPENDITURE</u>			
MCC (formerly CHSPP) Reserve Fund	£	551,514.56	
Capital Reserve Fund	£	6,903.00	
Legal & Professional Fees Budget	£	18,601.00	
Admin & Misc Budget - Planning Fee	£	2,836.00	
Total Expenditure Paid @ 31.3.24		£ 579,854.56	
<u>BALANCE OF AVAILABLE FUNDING</u>			
MCC (formerly CHSPNP) Reserve Fund (£1,066,244.00 plus £1,129,000.00 less £551,514.56)	£	1,643,729.44	
Capital Reserve Fund Allocation - Nursery Fencing 555/2020-21	£	4,250.00	
DMO (formerly PWLB) Loan	£	1,000,000.00	
BALANCE OF AVAILABLE FUNDING @ 31.3.24 (Exc. Grants & Donations)			£ 2,647,979.44
Grants & Donations (Awaiting confirmation)	£	-	
BALANCE OF AVAILABLE FUNDING @ 31.3.24 (£2,647,979.44 + £0.00)			£ 2,647,979.44
<u>EXPECTED INCOME</u>			
FH&DC community contribution		£	872,308.00
		£	872,308.00
<u>CURRENT REMAINING PROJECT BUILD FUNDING AS AT 31.3.24</u>			<u>£ 3,520,287.44</u>
Exc. VAT (to be reclaimed) inc. all further fees & FF&E			
Prepared by: C T Morris RFO 3rd April 2024			

AGENDA ITEM 14

234

MINUTES

of

**A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 27th March 2024
Commencing at 6.45pm**

PRESENT:

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

In the Chair: Councillor P Coe

In Attendance: Planning Clerk - Mrs G Hall

Members of public x 2

604/2023-24 **APOLOGIES**

Apologies for absence were received and noted, as below:

Councillor Davies - due to being unwell.

605/2023-24 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

606/2023-24 **DECLARATIONS OF INTEREST**

All councillors present declared a personal interests in planning applications: 24/0261/FH & 24/0302/FH – as they are New Romney Town Council applications.

Cllr K Terry declared a personal interest in planning application: 24/0311/FH as the applicant is known to them.

607/2023-24 **ADJOURNMENT OF MEETING**

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

608/2023-24 **PUBLIC QUESTIONS**

None received.

609/2023-24 **RE-CONVENING OF MEETING**

Not applicable.

610/2023-24 **MINUTES**

Minutes of the Meeting Held on 6th March 2024

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting** Held on **6th March 2024**, a copy of which had been previously circulated to all Councillors.

235

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

PROPOSED BY: Councillor Carey

SECONDED BY: Councillor Terry

RESOLVED– that the Minutes of the Planning and Environment Committee Meeting held on 6th March 2024 be approved and signed as a true and correct record.

Councillor Houston abstained from voting as he was not present for the meeting.

611/2023-24 **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:

27TH MARCH 2024
PLANNING CLERK'S REPORT

(i) Parking near a junction – Spitalfield Lane/Lydd Road and Sussex Road/Ashford Road

Having received numerous emails and photos from residents regarding vehicles parking on/up to the junctions of Spitalfield Lane/Lydd Road and Sussex Road/Ashford Road these have now been forwarded onto Parking Services at Folkestone and Hythe District Council. FHDC Enforcement Officers will now investigate.

I have also notified our local Kent Police officer.

Update 26.03.24 - Response from the Police: They will visit the vehicle owners address and advise them not to park so close to the junction.

(ii) Planning Application: Y19/0254/FH – Land Adj Fairlight Terrace.

I received a query asking whether the building work has stopped due to the development being too close to the road. I have emailed the Planning department at Folkestone and Hythe District Council, and they are not aware of this but have forwarded my query onto Building Control who I am waiting to hear back from.

612/2023-24 **SCHEDULE OF PLANNING APPLICATIONS**

It was

PROPOSED BY: Councillor Rivers
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:

<u>Application No</u>	<u>Location and Description</u>
(i) 23/1897/FH	9 Harwick Drive, New Romney TN28 8XB
	Certificate of Lawful Development (proposed) for vehicular access onto an unclassified road.
<u>RECOMMENDATION</u>	No Objection
<u>Voting:</u>	
For Application:	7
Against Application:	0
Abstained:	0
(ii) 23/1696/FH	Cinque Ports Arms, 1 High Street, New Romney, TN28 8BU
	Detached single dwelling.
<u>RECOMMENDATION</u>	Recommend refusal – contravenes policy T2 due to lack of parking. More detailed plans needed regarding the measurements of the location and floor plans.
<u>Voting:</u>	
For Application:	0
Against Application:	7
Abstained:	0

(iii) [24/0384/FH](#)

16 Littlestone Road,
New Romney,
TN28 8LR

Proposed carport.
No Objection

RECOMMENDATION

Voting:

For Application:
Against Application:
Abstained:

7
0
0

(iv) [24/0296/FH](#)

Brooklands, Meehan Road
South, Greatstone, TN28 8SL

Detached Garage
No Objection

RECOMMENDATION

Voting:

For Application:
Against Application:
Abstained:

7
0
0

(v) [24/0166/FH](#)

Ground Floor Business
Property, 22 High Street, New
Romney, TN28 8BY

Listed Building Consent for
repairs to brickwork.

No Objection

RECOMMENDATION

Voting:

For Application:
Against Application:
Abstained:

7
0
0

(vi) [24/0254/FH](#)

Craythornes,
Fairfield Road, New Romney,
TN28 8HU

Works to tree subject of TPO
No. 2 of 2006 - Oak removal
of epicormic growth, removal
of new branch growth to
previous reduction points,
crown reduction by 2 metres &
removal of any dead/diseased
wood

RECOMMENDATION

Voting:

For Application:
Against Application:
Abstained:

No Objection

7
0
0

238

(vii) [24/0317/FH](#)

The Old Coach House,
Church Close, New Romney

Removal of garage doors to
be replaced with bay windows.

RECOMMENDATION

Voting:

For Application:
Against Application:
Abstained:

No Objection

7
0
0

(viii) [24/0311/FH](#)

Unit 4, Mountfield Road,
Mountfield Ind Est,
New Romney, TN28 8LH

External canopy over entrance
door, alterations and insertion
of new window.

RECOMMENDATION

Voting:

For Application:
Against Application:
Abstained:

No Objection

6
0
1

(ix) [24/0357/FH](#)

Land Rear of Imogene,
Station Approach,
Littlestone, New Romney,
TN28 8LU

Change of use from holiday let
to residential dwelling.

RECOMMENDATION

**Recommend Refusal – As
per condition on planning
application: 23/0925/FH,
condition 4 – The holiday
accommodation hereby
permitted shall only be used
for bona fide holiday
purposes and shall not be
used by any person or
group of people for more
than 28 days of the year.**

Reason: As the accommodation is considered unsuitable for year round, permanent residential use by virtue of its internal and external space.

239

Voting:

For Application: 0

Against Application: 7

Abstained: 0

(x) [24/0261/FH](#)

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

Installation of air conditioning
to first floor of rear elevation.

RECOMMENDATION

**Did not comment as NRTC
application.**

(xi) [24/0302/FH](#)

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

**Listed Building Consent for
the installation of air
conditioning to first
floor of rear elevation.**

RECOMMENDATION

**Did not comment as NRTC
application.**

613/2023-24 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

614/2023-24 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/
DECISIONS/MATTERS**

(i) A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods ending 14th March 2024 and 21st March 2024 were duly received and noted.

615/2023-24 **ENVIRONMENTAL MATTERS**

The report regarding Southern Water – Beach buoy Release Table, which had previously been circulated to all Committee Members, was duly received and noted.

616/2023-24 **REPORTS FROM WORKING PARTIES**

Parish Highway Improvement Plan

The Parish Highway Improvement Plan update, which had previously been circulated to all Committee Members and was duly received and noted.

(i) Having duly considered the Report of the Parish Highways Improvements Working Party, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – That the Finance and General Purposes Committee be requested to allocate a sum of £3000.00 from the Parish Highway Improvement Plan Reserve fund to cover costs associated with implementation of new 20MPH Traffic Regulation Order.

The Chairman thanked those present for their attendance and the meeting Concluded **at 7.31pm**

Minutes prepared by the Planning Clerk

MINUTES
of
A Meeting of New Romney Town Council's
Finance and General Purposes Committee
Held in the Assembly Rooms on
Wednesday 20th March 2024 commencing at 6.45pm

PRESENT: Councillors P Thomas, J Davies, J Rivers, P Coe,
K Terry and Reverend Canon McLachlan

In Attendance:

Finance Clerk	-	Mrs J Field
Member of the Public	-	1

IN THE CHAIR: Councillor P Thomas

589/2023-24 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor P Carey - Due to a prior personal commitment

590/2023-24 **DISPENSATION TO PARTICIPATE**

The Finance Clerk advised that no new Dispensations to Participate had been granted.

591/2023-24 **DECLARATIONS OF INTEREST**

@6.46PM Councillor Thomas declared a personal Interest in Agenda Item 12 as the applicant is known to him.

592/2023-24 **ADJOURNMENT OF MEETING**

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

593/2023-24 **PUBLIC QUESTIONS**

None.

594/2023-24 **RE-CONVENING OF MEETING**

Not applicable.

595/2023-24 **MINUTES**

(i) The Chairman presented the Minutes of the **Finance & General Purposes Committee Meeting** held on **17th January 2024**, copies of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Terry

RESOLVED – that the minutes of the Finance & General Purposes Committee Meeting held on 17th January 2024, be approved and signed as a true and correct record.

Councillor Rev Cn MacLachlan abstained from voting as she had not been in attendance at the meeting.

596/2023-24 **FINANCIAL MATTERS**

(i) To receive and note 2023/2024 Budget Comparison and Income & Expenditure reports

The 2023/2024 Budget Comparison Report and Income and Expenditure Reports were received and noted.

(ii) Schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority

The Finance Clerk presented the detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority. Following due consideration, it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the afore-mentioned detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority, in the sum of £87,629.97 exc. VAT, be received and noted and identified cost centres be approved.

(iii) Schedule of Fund Transfers

The Schedule of Transfers between Town Council Bank Accounts was received and noted.

597/2023-24 **RFO'S REPORTS****(i) Actions completed since the F&GP Committee meeting held on 20th September 2023:**

The RFO's report, which read as under, was received and noted:

RFO's Report – F&GP Meeting on 20th March 2024**Actions completed since the F&GP Committee meeting held on 17th January 2024:**

- (i)** An order has been placed to carry out roof & rainwater goods inspections (*Minute Ref: 484/2023-24(i)(b) refers*). NB: Due to the imminent demolition of the Maude Pavilion and the subsequent demolition of the Community Hall (Nursery) this order has been amended.
- (ii)** Contracts in respect of three-yearly grounds maintenance provision have been issued (*Minute Re: 484/2023-24(ii) refers*).
- (iii)** An order has been placed to carry out 2024 Church Lane ditch management works (*Minute Ref: 484/2023-24(iii) refers*).
- (iv)** An order in respect of ad-hoc grass cutting/strimming of communal areas at Church Lane Allotment Gardens has been placed (*Minute Ref: 484/2023-24(iv)(b) refers*).
- (v)** An order in respect of tree works has been placed (*Minute Ref: 484/2023-24(v) refers*). NB: Works have subsequently been completed.
- (vi)** An order to carry out electrical works at the Town Hall has been placed (*Minute Ref: 484/2023-24(vi) refers*). NB Works have subsequently been completed.
- (vii)** The applicant requesting permission to operate a market on The Greens has been advised of the Council's decision (*Minute Ref: 485/2023-24 refers*).
- (viii)** Following their confirming acceptance of the award, the payment for grant funding to JAM has been made (*Minute Ref: 487/2023-24(i) refers*). NB: Their grateful thanks to the Town Council have subsequently been received.
- (ix)** Following their confirming acceptance of the award, the payment for grant funding to Teach Me has been made (*Minute Ref: 487/2023-24(ii) refers*). NB: Their grateful thanks to the Town Council have subsequently been received.
- (x)** An order for the replacement flagpole has been placed (*Minute Ref: 488/2023-24 refers*). NB: Site preparation works have subsequently commenced.

Other Matters of Report:

None:

This concludes my report – RFO 13th March 2024

(ii) RFO's Maintenance Report:

The RFO's maintenance report, which read as under, was received and noted:

RFO's Maintenance Report – F&GP Meeting on 20th March 2024

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

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

(i) Town Hall

- Remedial decoration works, following replacement of ground floor central heating system, by the Parish Caretaker re in progress.
- Replacement of existing lighting and installation of a new consumer board.

In hand:

- Provision of air conditioning in the Council Chamber (Planning application/listed buildings consent submitted to FH&DC).
- Provision of heating for Mayor's Parlour.

(ii) Town Hall House and Outbuilding

- Adjustment to back door, carried out by Parish Caretaker.

In hand:

- Installation of conservation roof light.
- Repairs to internal plaster work (Identified during recent Tenancy inspection).

(iii) Town Hall Garden

- Tree works carried out by M Coleman Arboricultural Service.

In hand:

- Lawn restoration works.

(iv) Public Clock

- None.

In hand:

- None.

(v) Assembly Rooms

- CCTV units fitted by Parish Caretaker.
- Tree works carried out by M Coleman Arboricultural Service.
- Replacement doorbell and door retaining hooks fitted by Parish Caretaker.

In hand:

- None.

(vi) Community Hall (Nursery)

- Tree works carried out by M Coleman Arboricultural Service.

In hand:

- None.

(vii) Maude Pavilion & Sports Field

- Tree works carried out by M Coleman Arboricultural Service.

In hand:

- Any works previously in hand, in respect of the Pavilion, have been cancelled due to imminent demolition of the building.

(viii) Fairfield Road Recreation Ground

- Tree works carried out by M Coleman Arboricultural Service.

In hand:

- Routine maintenance works to play equipment.

(ix) The Greens / Hut & Winch Site

- None.

In hand:

- Routine maintenance works to gym/play equipment.
- Research in respect of providing a separately metered power supply to the Toilet Block.

(x) Allotment Gardens

- Strimming of vacant plots carried out by Caretaking Team.

In hand:

- Removal of fly tipped manure.

(xi) Flagstaff Land

- Flagpole lowered by Parish Caretaker along with a team of volunteers.

- Ground preparation works for new flagpole carried out by B E Ames Ltd.
- Horticultural assistance works carried out by NRIB.

In hand:

- Perimeter bollard gold banding (ongoing).
- Installation of new flagpole.

(xii) Coney Banks

- None.

In hand:

- None.

(xiii) Garden of Remembrance

- The Parish Caretaker has been assisted by members of New Romney British Legion to ensure the Garden of Remembrance continues to look pristine throughout the year.

In hand:

- None.

(xiv) Cinque Ports Place (Town Square) & High Street Planter

- None.

In hand:

- Re-siting of street furniture.

(xv) Vandalism / Antisocial Behaviour

- Fly tipping of manure at the entrance to Church Lane Allotment Gardens reported to FH&DC.
- Vandalism to the rear door and doorbell at the Assembly Rooms reported to Kent Police.
 - Vandalism to a car parked at the Assembly Rooms reported to Kent Police.

(xvi) Miscellaneous

- Damaged Town Trail plaque reinstalled by Caretaking Team.
- Installation of final Town Trail plaque.

In hand:

- None.

This concludes my maintenance report – RFO 13th March 2024

598/2023-24 **QUOTATIONS**

(i) Due consideration was given to the quotations received in respect of weed spraying of Town Council playparks. It was:

PROPOSED BY: Councillor Rev Cn MacLachlan

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY - that (i) the quotation received in the sum of £140.00 plus VAT to carry out weed spraying of Town Council playparks, be accepted and funded from the relevant departmental budgets: (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.

The contract was, therefore, awarded to M.Coleman Arboricultural Service.

(ii) Due consideration was given to the single quotation sought in respect of Toilet Block Maintenance and it was:

(a)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that Standing Orders be waived to consider the single quotation sought.

(b)

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY- that (i) the quotation received in the sum of £7245.00 plus VAT to carry out Toilet Block maintenance for the period 1st April – 30th September 2024, be accepted and funded from the relevant departmental budget: (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.

The contract was, therefore, awarded to Folkestone & Hythe District Council.

599/2023-24 **HORTICULTURAL ASSISTANCE – FUNDING**

Due consideration was given to the request received from NRIB to provide funding for plants and materials to be used on Town Council lands. It was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Rev Cn MacLachlan

RESOLVED – that (i) Option 1 for the sum of £524.00 inc VAT be approved and funded from the departmental budgets with any shortfall coming from General Reserves; (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained all is in order.

600/2023-24 **THE GREENS- MOBILE CATERING**

Due consideration was given to the application from Majic Memories to site a mobile catering trailer on The Greens at Littlestone. It was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Rev Cn MacLachlan

RESOLVED that – Majic Memories be permitted to site their mobile catering trailer on The Greens at Littlestone and that the charge for the 2024 season be set at £400.00 plus VAT.

601/2023-24 **GRANT FUNDING/ DONATIONS**

Due consideration was given to the funding requested submitted by New Romney in Bloom. It was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Rev Cn MacLachlan

RESOLVED that grant funding in the sum of £684.00 be awarded to New Romney in Bloom.

602/2023-24 **COUNCIL CHAMBER CHAIRS**

Due consideration was given to the disposal of specified Council Chamber chairs. It was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Terry

RESOLVED that consent be given for the disposal of 1 x high back chair and 18 x mid back chairs *.

* These being those chairs in the Council Chamber used by Councillors/Clerks for NRTC meetings.

603/2023-24 **SEA WATER QUALITY MONITORING**

Due consideration was given to a request for the allocation of funding for the provision of sea water sampling. It was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rev Cn MacLachlan

RESOLVED UNANIMOUSLY – that funding, in the sum of £3000.00, be allocated from General Reserves for the commissioning of a sea water sampling service.

The Chairman thanked the Councillors and the Finance Clerk for their attendance and the meeting then concluded @ **8.08PM**.

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

Minutes prepared by the Finance Clerk

(i)

New Romney Town Council Current Year

Bank - Cash and Investment Reconciliation as at 29 February 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

29/02/2024	Nat West Current A/c	500.00	
29/02/2024	Unity Trust A/c	132,737.58	
29/02/2024	Lloyds Bank Business A/c	396,538.77	
29/02/2024	Nat West Business Reserve A/c	611,441.01	
29/02/2024	Petty Cash	406.76	
29/02/2024	Corporate Card	0.00	
29/02/2024	Lloyds Bank I/A Online Saver	1,504,539.13	
			2,646,163.25

Other Cash & Bank Balances

651,453.00

3,297,616.25

Unpresented Payments

75,285.95

3,222,330.30

Receipts not on Bank Statement

75,000.00

3,297,330.30

Closing Balance

All Cash & Bank Accounts

1	Nat West Current A/c	-74,500.00
2	Unity Trust Current A/c	132,737.58
3	Lloyds Bank Business A/c	471,538.77
4	Nat West Business Reserve A/c	611,441.01
5	Petty Cash	406.76
6	Corporate Card	-285.95
7	Lloyds Bank I/A Online Saver	1,504,539.13
	Other Cash & Bank Balances	651,453.00
	Total Cash & Bank Balances	3,297,330.30

Date: 13/03/2024

New Romney Town Council Current Year

Page 1

Time: 13:32

User: 6880.T.MORRIS

Bank Reconciliation up to 29/02/2024 for Cashbook No 1 - Nat West Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/02/2024	D/D	227.46		227.46		R <input checked="" type="checkbox"/>	British Gas
01/02/2024	009971	50,000.00		50,000.00		R <input checked="" type="checkbox"/>	Lloyds Bank Business A/c
01/02/2024	AUTO TRANS		227.46	227.46		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/02/2024	AUTO TRANS		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/02/2024	D/D 2	391.90		391.90		R <input checked="" type="checkbox"/>	British Gas
06/02/2024	AUTO TRANS	158.10		158.10		R <input checked="" type="checkbox"/>	Nat West Business Reserve A/c
06/02/2024	FP CREDIT		550.00	550.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/02/2024	AUTO TRANS	624.40		624.40		R <input checked="" type="checkbox"/>	Nat West Business Reserve A/c
09/02/2024	BACS CR		624.40	624.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/02/2024	009972	50,000.00		50,000.00		R <input checked="" type="checkbox"/>	Lloyds Bank Business A/c
16/02/2024	D/D 3	34.09		34.09		R <input checked="" type="checkbox"/>	Castle Water Ltd
16/02/2024	D/D 4	6.82		6.82		R <input checked="" type="checkbox"/>	Castle Water Ltd
16/02/2024	AUTO TRANS		40.91	40.91		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/02/2024	D/D 5	8.92		8.92		R <input checked="" type="checkbox"/>	Castle Water Ltd
20/02/2024	009973	75,000.00		75,000.00		R <input checked="" type="checkbox"/>	Lloyds Bank Business A/c
20/02/2024	AUTO TRANS		50,008.92	50,008.92		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/02/2024	D/D	19.00		19.00		R <input checked="" type="checkbox"/>	EDF Energy Customers Ltd
26/02/2024	AUTO TRANS		75,019.00	75,019.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/02/2024	009974	75,000.00			75,000.00	<input type="checkbox"/>	Lloyds Bank Business A/c
28/02/2024	D/D	75.17		75.17		R <input checked="" type="checkbox"/>	Veolia ES (UK) plc
28/02/2024	AUTO TRANS		75.17	75.17		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/02/2024	D/D 2	60.00		60.00		R <input checked="" type="checkbox"/>	Trooli Ltd
29/02/2024	AUTO TRANS		60.00	60.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>251,605.86</u>	<u>176,605.86</u>				

Date: 13/03/2024

New Romney Town Council Current Year

Page 1

Time: 13:34

User: 6880.T.MORRIS

Bank Reconciliation up to 29/02/2024 for Cashbook No 2 - Unity Trust Current A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
07/02/2024	D/D	26.40		26.40		R <input checked="" type="checkbox"/>	Three
12/02/2024	D/D 2	86.86		86.86		R <input checked="" type="checkbox"/>	Castle Water Limited
13/02/2024	D/D 3	24.17		24.17		R <input checked="" type="checkbox"/>	Castle Water Limited
13/02/2024	D/D 3	8.18		8.18		R <input checked="" type="checkbox"/>	Castle Water Ltd
16/02/2024	D/D	241.74		241.74		R <input checked="" type="checkbox"/>	Corporate Card
28/02/2024	CREDIT		3,613.54	3,613.54		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>387.35</u>	<u>3,613.54</u>				

Date: 13/03/2024

New Romney Town Council Current Year

Page 1

Time: 13:40

User: 6880.T.MORRIS

Bank Reconciliation up to 29/02/2024 for Cashbook No 3 - Lloyds Bank Business A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/02/2024	FPO	390.00		390.00		R <input checked="" type="checkbox"/>	Millennium Quest Ltd
01/02/2024	FPO 8	139.44		139.44		R <input checked="" type="checkbox"/>	EDF Unmetered Supply
01/02/2024	FPO 9	900.00		900.00		R <input checked="" type="checkbox"/>	Elysian Associates
01/02/2024	FPO 10	264.00		264.00		R <input checked="" type="checkbox"/>	Furley Page LLP
01/02/2024	FPO 11	85.12		85.12		R <input checked="" type="checkbox"/>	Kent County Council
01/02/2024	FPO	40.00		40.00		R <input checked="" type="checkbox"/>	XXXXXXXXXX NR1B
01/02/2024	FPO	110.00		110.00		R <input checked="" type="checkbox"/>	Mayor of F'Sham Charity Fund
01/02/2024	009971		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/02/2024	S/O		120.00	120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2024	FPO 7	2.88		2.88		R <input checked="" type="checkbox"/>	Business Stream
06/02/2024	BGC		162.00	162.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/02/2024	FPO 5	7,297.92		7,297.92		R <input checked="" type="checkbox"/>	MPR IT Solutions Ltd
07/02/2024	FPO 6	450.00		450.00		R <input checked="" type="checkbox"/>	M Coleman Arborocultural Servi
07/02/2024	FPO	1,200.00		1,200.00		R <input checked="" type="checkbox"/>	JAM - John Armitage Mem Trust
07/02/2024	FPO	12.00		12.00		R <input checked="" type="checkbox"/>	Hawkinge Town Council
07/02/2024	FPO	3,000.00		3,000.00		R <input checked="" type="checkbox"/>	Enhanced Education (Teach Me)
08/02/2024	FPI		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/02/2024	009972		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/02/2024	FPI		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/02/2024	FPO	7,378.14		7,378.14		R <input checked="" type="checkbox"/>	SALARIES
14/02/2024	FPO	2,491.59		2,491.59		R <input checked="" type="checkbox"/>	kent Pension Fund
14/02/2024	FPO	1,577.11		1,577.11		R <input checked="" type="checkbox"/>	HM Revenue & Customs
14/02/2024	FPO 2	124.80		124.80		R <input checked="" type="checkbox"/>	GB Sport & Leisure UK Limited
14/02/2024	FPO 3	32.68		32.68		R <input checked="" type="checkbox"/>	Rolfes DIY LLP
14/02/2024	FPO 4	110.00		110.00		R <input checked="" type="checkbox"/>	EcoHeat PH Ltd
14/02/2024	FPO	110.00		110.00		R <input checked="" type="checkbox"/>	XXXXXXXXXX ALLOTMENT TENANT
14/02/2024	FPO	50.00		50.00		R <input checked="" type="checkbox"/>	XXXXXXXXXX H & W TENANT
20/02/2024	009973		75,000.00	75,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/02/2024	FPO 12	474.00		474.00		R <input checked="" type="checkbox"/>	Ashe Alarms Ltd
21/02/2024	FPO 13	142.91		142.91		R <input checked="" type="checkbox"/>	Kent County Council
21/02/2024	FPO 14	7,200.00		7,200.00		R <input checked="" type="checkbox"/>	Synergy CPC LLP
22/02/2024	DC	210.50		210.50		R <input checked="" type="checkbox"/>	Portal Plan Quest Ltd
26/02/2024	FPI	300.00		300.00		R <input checked="" type="checkbox"/>	XXXXXXXXXX CONTRA
26/02/2024	CORRECTIO	-300.00		-300.00		R <input checked="" type="checkbox"/>	XXXXXXXXXX CONTRA
26/02/2024	FPI		300.00	300.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/02/2024	FPO 15	95.62		95.62		R <input checked="" type="checkbox"/>	Chubb Fire & Security Ltd
28/02/2024	FPO 16	360.00		360.00		R <input checked="" type="checkbox"/>	M Coleman Arborocultural Servi
28/02/2024	FPO 17	84.00		84.00		R <input checked="" type="checkbox"/>	Kent Association of Local Coun
28/02/2024	FPO 18	481.20		481.20		R <input checked="" type="checkbox"/>	MPR IT Solutions Ltd
28/02/2024	FPO 19	6,780.00		6,780.00		R <input checked="" type="checkbox"/>	Synergy CPC LLP
28/02/2024	CPT P/C	300.00		300.00		R <input checked="" type="checkbox"/>	Petty Cash
28/02/2024	009974		75,000.00		75,000.00	<input type="checkbox"/>	Receipt(s) Banked
		41,893.91	250,702.00				

Date: 13/03/2024












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Bank Reconciliation up to 29/02/2024 for Cashbook No 4 - Nat West Business Reserve A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/02/2024	AUTO TRANS	227.46		227.46		R 	Nat West Current A/c
05/02/2024	AUTO TRANS	50,000.00		50,000.00		R 	Nat West Current A/c
05/02/2024	AUTO CR		1,986.31	1,986.31		R 	Receipt(s) Banked
06/02/2024	AUTO TRANS		158.10	158.10		R 	Receipt(s) Banked
09/02/2024	AUTO TRANS		624.40	624.40		R 	Receipt(s) Banked
16/02/2024	AUTO TRANS	40.91		40.91		R 	Nat West Current A/c
20/02/2024	AUTO TRANS	50,008.92		50,008.92		R 	Nat West Current A/c
26/02/2024	AUTO TRANS	75,019.00		75,019.00		R 	Nat West Current A/c
28/02/2024	AUTO TRANS	75.17		75.17		R 	Nat West Current A/c
29/02/2024	AUTO TRANS	60.00		60.00		R 	Nat West Current A/c
29/02/2024	AUTO CR		830.14	830.14		R 	Receipt(s) Banked
		<u>175,431.46</u>	<u>3,598.95</u>				

Date: 13/03/2024






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Bank Reconciliation up to 29/02/2024 for Cashbook No 5 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
19/02/2024	P/C 72	1.89		1.89		R 	Costcutter
27/02/2024	P/C 73	25.00		25.00		R 	Specsavers
27/02/2024	P/C74	18.00		18.00		R 	Post Office
28/02/2024	P/C 75	2.75		2.75		R 	Post Office
28/02/2024	CPT P/C		300.00	300.00		R 	Receipt(s) Banked
		<u>47.64</u>	<u>300.00</u>				

Date: 13/03/2024

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Bank Reconciliation up to 29/02/2024 for Cashbook No 6 - Corporate Card

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
08/01/2024	CORP CARD	4.99		4.99		<input checked="" type="checkbox"/>	Taryag Trading Ltd
08/01/2024	CORP CARD	14.82		14.82		<input checked="" type="checkbox"/>	MISP Ltd
10/01/2024	CORP CARD	13.90		13.90		<input checked="" type="checkbox"/>	Mellula Ltd
10/01/2024	CORP CARD	8.94		8.94		<input checked="" type="checkbox"/>	Amazon
18/01/2024	CORP CARD	144.69		144.69		<input checked="" type="checkbox"/>	Amazon
01/02/2024	CORP CARD	15.95		15.95		<input checked="" type="checkbox"/>	Amazon
01/02/2024	CORP CARD	35.45		35.45		<input checked="" type="checkbox"/>	Amazon
02/02/2024	FEE TM	3.00		3.00		<input checked="" type="checkbox"/>	Lloyds Bank
07/02/2024	CORP CARD	10.95			10.95	<input type="checkbox"/>	Prestige Paper
11/02/2024	CORP CARD	134.28			134.28	<input type="checkbox"/>	Amazon
16/02/2024	D/D		241.74	241.74		<input checked="" type="checkbox"/>	Receipt(s) Banked
20/02/2024	CORP CARD	103.96			103.96	<input type="checkbox"/>	NH Global UK Ltd
22/02/2024	CORP CARD	210.50		210.50		<input checked="" type="checkbox"/>	Portal Plan FH&DC
22/02/2024	CORRECTIO	-210.50		-210.50		<input checked="" type="checkbox"/>	PORTAL PLAN FH&DC
26/02/2024	CORP CARD	16.86			16.86	<input type="checkbox"/>	Amazon
28/02/2024	CORP CARD	19.90			19.90	<input type="checkbox"/>	Wolflix Ltd
		527.69	241.74				

Date: 13/03/2024


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User: 6880.T.MORRIS

Bank Reconciliation up to 29/02/2024 for Cashbook No 7 - Lloyds Bank I/A Online Saver

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
08/02/2024	INTEREST		2,134.56	2,134.56		R 	Receipt(s) Banked
		0.00	2,134.56				

(ii)



United Kingdom
Debt Management
Office

OFFICIAL

T 020 7862 6610
E pwlb@dmo.gov.uk
www.dmo.gov.uk

PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2024

8 April 2024

NEW ROMNEY TOWN COUNCIL (KENT)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
685720	21 Jun - 21 Dec	FIXED	ANNUITY	£1,000,000.00
TOTAL OUTSTANDING BALANCE:				1,000,000.00
TOTAL NUMBER OF LOANS:				1

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

NEW ROMNEY TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT 2023-24

I am pleased to report to Members of the Town Council that I have carried out an interim internal audit of the Parish Council's records for 2023-24.

Members should be aware that the audit tests that I undertook during the interim audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Parish Council's internal control procedures.

I would like to take this opportunity to thank your Clerk and RFO for the assistance given to me in the conduct of the audit that took place on 20 February 2024.

PREVIOUS AUDITS:

The external audit certificate on the 2022-23 accounts was issued on 26 September 2023 and without qualification or comment. The Council considered this report on 11 October 2023.

I have reviewed my predecessor's report from 2022-23 and found nothing specific to follow up.

NOTES FROM THIS VISIT:

During the visit, I reviewed and tested the accounting records including the cashbook, bank statements and bank reconciliations. I also read the minutes and have discussed recent events and current developments with your officers.

I completed my tests on the accounts without finding any errors or issues. The accounts and minutes are consistent with each other. There is nothing arising from my work that I wish to bring to the Council's attention.

Please see the appendix to this report.

Lionel Robbins
Independent Internal Auditor
25 March 2024

NEW ROMNEY TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT 2023-24

Appendix

I have reviewed my predecessor's last report which is a quite detailed snapshot of the Council's position.

There are items within the report and the papers where my understanding differs from that reported by my predecessor. I set out some of these below to inform rather than report as errors:

- 1) Power of General Competence - this lasts until the next relevant meeting (which is the meeting after the next election) and has no requirement that qualification criteria be maintained.
- 2) NALC Financial Regulations – while updated the NALC model still contains references to the Audit Commission Act while the current applicable Act is the Smaller Authorities Audit and Accountability Act 2014.
- 3) FR 12 (a) (v) refers to work additional of the external auditor not needing approval up to £500. The auditor has the right to charge for additional work without seeking consent. This would only be in respect of an objection being raised or a public interest report being considered/issued. Given that the charge rate for the engagement lead is £355 per hour, most objection and public interest reports will exceed the £500 figure in the Council's FR.
- 4) My predecessor suggested institutions for the Council to invest in. I won't recommend any such but the Council may wish to look at CCLA as a potential home for some of its funds.
- 5) Power to spend using S137 Local Government Act 1972 is still available to the Council and its use should be recorded. The Power of General Competence changes the "how" not the "what" so does not render S137 unnecessary.

AGENDA ITEM 18

REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Having reviewed Standing Orders and Financial Regulations, in my capacity as Proper Officer I can confirm that it is my professional opinion that there are no legislative reasons for amendment of Standing Orders or Financial Regulations at this time. However, a number of amendments are required to reflect the following matters:

- Typographical correction
- Need to reflect accessibility and equality at meetings
- Need to increase delegated spending limits / fund transfer limits due to increased day to day costs
- Updated/clarified processes and procedures
- Regulatory requirement

Amendments / Updates to Standing Orders and Financial Regulations as presented to Members are as follows:

- 1) Standing Order 15(p), (s), (t) and (u) – Rules of Debate: to reflect accessibility/equality at meetings
- 2) Standing Order 20(a) – Rescission of Previous Resolution: to reflect current actual procedure
- 3) Standing Order 29(b) - Advisory Committees and Working Parties: typographical
- 4) Standing order 32 – Candidates for Council Appointments: typographical
- 5) Financial Regulation 2(c) – Annual Estimates: To reflect current actual procedure
- 6) Financial Regulation 3(a), (c) and (e) – Budgetary Control: to increase delegated spending limits due to increased day to day costs
- 7) Financial Regulation 5(b), (c), (d) and (e) – Payment of Accounts: typographical and to increase fund transfer limits due to increased day to day costs
- 8) Financial Regulation 5(j), (k), (l) and (o) – Payment of Accounts: to reflect current actual procedure.
- 9) Financial Regulation 5(t) and (u) – Payment of Accounts: to increase delegated spending limits due to increased day to day costs.
- 10) Financial Regulation 6(c) – Banking Arrangements, Cheques and Payments: typographical
- 11) Financial Regulation 7(b) – Payment of Salaries: to reflect current actual procedure
- 12) Financial Regulation 8(g) – Loans and Investments: typographical

- 13) Financial Regulation 9(c) – Income: typographical
- 14) Financial Regulation 10(a) – Orders for Works, Goods and Services: to reflect current actual procedure
- 15) Financial Regulation 11 and 11(i) and (n) – Tendering Policy: increase in spending limits due to increase in day to day costs
- 16) Financial Regulation 12 (a) – Contracts: typographical
- 17) Financial Regulation 12 (a)(v) – Contracts: to reflect current Audit Regulations
- 18) Financial Regulation 12(c) – Contracts: Increased spending limits due to increase in day to day costs and typographical
- 19) Financial Regulation 15(b) – Assets, Properties and Estates: increased financial limit due to increase in day to day costs

Recommended Action:

- **To formally confirm review of Standing Orders and Financial Regulations**
- **To approve amendments to Standing Orders and Financial Regulations, as presented.**

Extracts from Standing Orders:

RULES OF DEBATE

- p) A Member shall ~~stand~~ **raise their hand to signify their wish to speak when speaking unless permitted by the Chairman to sit on account of infirmity.**
- q) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- r) Members shall address the Chairman.
- s) If two or more Members ~~rise,~~ **raise their hands**, the Chairman shall call upon one of them to speak and the others shall ~~resume their seats.~~ **lower their hands until the speaker has concluded their speech or explanation or the Chairman has directed the speaker to conclude their speech or explanation.**
- t) Whenever a Member speaks during a debate all other Members shall ~~be~~ **remain** seated and silent.
- u) Whenever the Chairman speaks or stands all Members will ~~become~~ **remain** seated and ~~will remain~~ silent.

RESCISSION OF PREVIOUS RESOLUTION

20. a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the name of at least SIX Members of the Council or by a resolution moved in pursuance of the report or recommendation of a Committee **or, in light of new or additional information, a report of the Proper Officer.**

COMMITTEES

- (g) The Standing Orders on rules of debate (except those parts relating to ~~standing and to~~ speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to Committee meetings.

SUB- COMMITTEES

- (f) The Standing Orders on rules of debate (except those parts relating to ~~standing and to~~ speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to Sub-Committee meetings.

CANDIDATES FOR COUNCIL APPOINTMENTS

32. If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. Any candidate who fails to do so shall be disqualified from such appointment and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where a relationship to a Member is disclosed, Standing Order ~~30~~ **33** shall apply as appropriate. The Clerk shall make known the purpose of this Standing Order to every candidate.

Extracts from Financial Regulations:

ANNUAL ESTIMATES

- (c) **The Council shall review Committee budget recommendations and approve a written estimate of the budget for the ensuing financial year** not later than the end of ~~December~~ **January** each year and by no later than the end of January each year shall **also** fix the Precept and relevant basic amount of Council Tax to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.

BUDGETARY CONTROL

3. (a) Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget. Authority for such expenditure is to be determined by:
- The Council for all items over £25,000
 - The Council or a duly delegated Committee of the Council for items over ~~£2,000~~ [£5,000.00] and up to and including £25,000.00
 - The Clerk or Deputy Clerk/RFO, in conjunction with the Chairman of the Council or appropriate duly delegated Committee for items over ~~£1,000.00~~ [£2,000.00] and up to and including ~~£2,000.00~~ [£5,000.00]
 - The Clerk or Deputy Clerk/RFO for items up to and including ~~£1,000.00~~ [£2,000.00]
- (c) The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual income and expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least quarterly and shall show explanations of material variances. For this purpose, 'material' shall mean variances in excess of ~~£500~~ [£1,000.00]
- (e) Nothing in these Financial Regulations shall prevent expenditure being incurred on behalf of the Council which is, in the Clerk's judgement, necessary to meet immediate needs created by a sudden emergency, including in cases of extreme risk to the delivery of Council services or on the grounds of extreme risk to the fabric of the Town Council's historic buildings or risk to health and safety, whether there is budget provision or not. Costs up to ~~£500~~ [£2,000.00] shall be authorised by the Proper Officer (Clerk) and reported to the Finance & General Purposes Committee or Full Council at the next appropriate meeting and formal approval of cost allocation sought. Costs over ~~£500~~ [£2,000.00] shall be authorised by the Clerk after consultation with the Mayor, or Deputy Mayor in the absence of the Mayor, and with any other specialist with whom the Mayor chooses to consult. Such action shall be reported to the Chairman of the appropriate Committee for information and then to Finance and General Purposes Committee or the Council at the next appropriate meeting and formal approval of cost centre allocation sought.

PAYMENT OF ACCOUNTS

- (b) All invoices for payment shall be examined, verified and certified by a signature of the Clerk or RFO. The Clerk / RFO shall satisfy himself/herself that the work, goods or services to which the invoice relates have been received, carried out, examined and represent expenditure authorised by the Council, a duly delegated Committee or the Clerk in accordance with Regulation ~~49 3~~(a) and (e) above or with Regulation ~~54 5~~(c), (d) or (e) below.
- (c) The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk/RFO shall have delegated authority to, having first certified that there is no dispute or other reason to delay payment, take all appropriate steps to arrange settlement of all invoices submitted and which are in order – including all those invoices which relate to previously authorised expenditure in accordance with Financial Regulation ~~49 3~~(a) and where payment is necessary to avoid a charge of interest under the late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of the Council – and report all payments made at the next available Council Meeting via the monthly schedule of payments and receipts.
- (d) For each financial year, the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation (such as but not exclusively, salaries, PAYE and NI, Superannuation Fund, regular maintenance contracts and the like) for which the Council shall authorise payment for the year, provided that Regulation ~~49 3~~ (Budgetary Control) is adhered to, provided also that details of such payments made shall be reported to the next appropriate meeting via the monthly schedule of payments and receipts.
- (e) The Clerk/RFO shall have delegated authority to authorise payment of items in the following circumstances:
 - * An expenditure item authorised under Regulation ~~54 5~~(d) above (continuing contracts and obligations), provided that details of such payments are submitted to the Council at the next appropriate Council meeting
 - * Routine fund transfers within the Council banking arrangements up to the sum of ~~£50,000~~ ~~[£75,000.00]~~, provided that details of such transfers are submitted to the Council at the next appropriate Council meeting.
- (j) ~~If thought appropriate by the Council,~~ The Clerk / RFO shall arrange for payment ~~for~~ of utility services and any non-domestic rates may be made by Standing Orders or by variable Direct Debit, ~~where deemed~~

by the Clerk / RFO to be appropriate, provided that the instructions are signed by two authorised Councillors and counter-signed by the Clerk / RFO and any payments are reported to Council as made. ~~The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council every year.~~

- (k) ~~If thought appropriate by the Council, The Clerk/RFO shall arrange for payment for of certain items may be made~~ by BACS or CHAPS methods, ~~where deemed appropriate by the Clerk/RFO~~, provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised Councillors and counter-signed by the Clerk, are retained and any payments are reported to the Council as made. ~~The approval of use of BACS or CHAPS shall be renewed by resolution of the Council every year.~~
- (l) ~~If thought appropriate by the Council, The Clerk/RFO shall arrange for payment for of certain items may be made~~ by internet banking transfer, provided that evidence is retained showing which two Members, together with the Clerk (as Service Administrator), approved the payment.
- (o) Regular back-up copies of Council records on any computer shall be made ~~and stored securely away from via a cloud storage service for~~ the computer in question.
- (t) Any corporate debit card issued for use by the Town Council for withdrawal of petty cash will be specifically restricted to the Clerk / RFO and Deputy Clerk and will be restricted to a single transaction maximum value of ~~£500~~ ~~[£1,000.00]~~ and a monthly limit of ~~£1,000.00~~ ~~[£3,000.00]~~ unless payment represents expenditure authorised by resolution of the Council prior to any order being placed.
- (u) Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk / RFO and the Deputy Town Clerk, when appropriate to do so, and shall be subject to a single transaction limit of £2,000.00 ~~and a monthly limit of [£5,000.00]~~ and automatic payment in full at each month-end. Personal credit or debit cards of members of staff shall not be used under any circumstances.

BANKING ARRANGEMENTS, CHEQUES AND PAYMENTS

- (c) For all payments that represent authorised expenditure in accordance with either Regulations ~~(49 3)~~(a) or (e) above or Regulation ~~51 5~~(c), (d) or (e) above, and taking full account of Regulation ~~49 3~~ (Budgetary Control), the Clerk shall give instruction that a payment shall be made.

PAYMENT OF SALARIES

- (b) Payments for salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, shall be made in accordance with the payroll records and on **or by** the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

LOANS AND INVESTMENTS

- (g) Payments in respect of short or long term investments, including transfers between bank accounts held in the same bank or branch, shall be made in accordance with Regulations **48 5** (Payment of Accounts) and **49 6** (Banking Arrangements, Cheques and Payments).

INCOME

- (c) The Council will review all fees and charges annually, during the Budget preparation cycle, following a report from the Clerk/**RFO**/relevant Committee.

ORDERS FOR GOODS AND SERVICES

- 10. (a) An official order or letter / **email** shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

TENDERING POLICY

- 11. **Where, in the opinion of the Chairman and Vice-Chairman of the Committee/Full Council concerned, the supply of goods, materials, services and execution of works are likely to exceed ~~£60,000.00~~ [£100,000.00] a formal tendering procedure should be entered into** and all tenders received thus to be entered in the Minutes of the appropriate Committee or Full Council.
 - (i) If less than three tenders are received for contracts above ~~£60,000.00~~ [£100,000.00] in value or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - (n) Typically, a contract for goods and/or services in excess of ~~£60,000.00~~ [£100,000.00] must include:

- (i) A schedule of requirement (work/goods to be supplied/service(s) to be provided)
- (ii) Period of time/completion date required
- (iii) Location/area of work etc
- (iv) Special conditions appertaining to work/goods/services, ie facilities available, access to premises, storage of tools, etc
- (v) Health and safety requirements
- (vi) Public Liability Insurance required
- (vii) Maintenance/aftercare/guarantees
- (viii) Inspection/acceptance (by the Council)
- (ix) Price
- (x) Payment terms
- (xi) Retention terms, if applicable

CONTRACTS

12. (a) Contracts shall comply with these Financial Regulations, and no exceptions shall be made other than in an emergency in accordance with Regulation ~~49~~ 3 (e), provided that this Regulation need not apply to contracts with relate to items (i) to (vi) below:

a(v) for additional audit work of the external Auditor ~~up to an estimated value of £500.00 (in excess of this sum the Clerk shall act after consultation with the Mayor and the Chairman of F&GP Committee);~~

- (c) When it is to enter into a contract less than ~~£60,000.00~~ [£100,000.00] and above ~~£3,000.00~~ [£5,000.00] in value and a tendering procedure is not considered appropriate, for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialists services as are excepted in para ~~58~~ 12 (a) above, the Clerk shall seek three written quotations; where the value is below ~~£3,000.00~~ [£5,000.00] and above ~~£250.00~~ [£1,000.00] the Clerk shall strive to seek three verbal estimates which are to be recorded in writing. Otherwise, Regulation ~~56~~ 10 (c) above shall apply.

- (d) **The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of any public supply contract, public service contract or public works contract which exceeds thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time*).**

*currently ~~£213,477.00~~ £214,904.00 in respect of public supply and public service contracts and ~~£5,336,937.00~~ £5,372,609.00 in respect of public works contracts.

ASSETS, PROPERTIES AND ESTATES

- (b) No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item or tangible moveable property does not exceed ~~£500.~~[£2,000.00]

NO FURTHER AMENDMENTS TO FOLLOW

END