

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: CTM/3005

10th January 2024

Dear Councillor.

**A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE
WILL BE HELD AT THE ASSEMBLY ROOMS, CHURCH APPROACH, NEW
ROMNEY ON WEDNESDAY 17TH JANUARY 2024 AT 6.45PM.**

Members of the public are welcome to attend.

Yours sincerely,

Mrs Tracy Morris

Mrs C T Morris
Responsible Financial Officer

Email: rfo@newromney-tc.gov.uk

PLEASE NOTE: Accessibility at both the Town Hall and The Assembly Rooms, Church Approach, New Romney is limited for those persons with restricted mobility.

The afore-mentioned meeting will commence at 6.45pm.

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?

All Members of the Public may attend the Council meeting. As well as members of the Council (or relevant Council Committee) and Council Officers participating in 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 can be delivered by way of a written statement to be 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 a representative on their behalf.

Any such questions should be emailed to: rfo@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) 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 the reading of 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.

**FINANCE & GENERAL PURPOSES COMMITTEE MEETING
WEDNESDAY 17TH JANUARY 2024 AT 6.45PM**

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 for this meeting.

4. ADJOURNMENT OF MEETING:

To formally adjourn the meeting of the Committee for a maximum period of fifteen minutes to allow for an allocated public session.

5. PUBLIC QUESTIONS:

Members of the public may put questions to the Chairman of the Committee 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."

6. RE-CONVENING OF MEETING:

To formally re-convene the meeting of the Committee.

7. MINUTES (Encs*):

(i) To approve the minutes of the **Finance & General Purposes Committee Meeting** held on Wednesday 20th September 2023 (Attached hereto*).

(ii) To approve the minutes of the **Finance & General Purposes Committee Budget Meeting** held on Monday 11th December 2023 (Attached hereto*).

8. FINANCIAL MATTERS (Encs*):

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

(ii) To receive and approve the Clerk's schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority (Attached hereto*).

(iii) To receive and note schedule of transfers between Town Council bank accounts (Attached hereto*).

(iv) To formally allocate professional fees expenditure to the appropriate cost centre (Clerk to report).

9. RFO'S REPORTS (Encs*):

(i) To receive & note the RFO's Report (Attached hereto*).

(ii) To receive and note the RFO's Maintenance Report (Attached hereto*).

10. CIVIC REGALIA

To consider repair to NRTC's badge of office (Councillor Coe to report).

11. QUOTATIONS (Encs*):

(i) To consider quotation received in respect of annual roof and rainwater goods inspections (Attached hereto*).

(ii) To consider quotations received in respect of 3-year grounds maintenance contracts (Attached hereto*).

(iii) To consider quotations received in respect of Church Lane ditch management works (Attached hereto*).

(iv) To consider quotation received in respect of occasional mowing/strimming of Allotment Gardens pathways/communal areas (Attached hereto*).

(v) To consider quotation received in respect of tree works (Attached hereto*).

(vi) To consider quotations received in respect of Town Hall electrical works (Attached hereto*).

12. THE GREENS – MARKET:

To evaluate feedback and consider Town Council's position in respect of future applications (Clerk to report).

13. WASTE MANAGEMENT PROVISION:

To consider upgrade to waste management contract (Attached hereto*).

14. GRANT FUNDING/DONATIONS:

(i) To consider grant funding request received from John Armitage Memorial Trust - JAM (Attached hereto*)

(ii) To consider grant funding request received from Teach Me (Attached hereto*)

15. REPLACEMENT FLAGPOLE:

To consider replacement of Town Council flagpole (Attached hereto*).

16. RIALTAS EOY CLOSEDOWN SERVICE:

To consider quotation received for Rialtas end of year closedown service (Attached hereto*).

MINUTES
of
A Meeting of New Romney Town Council's
Finance and General Purposes Committee
Held in the Assembly Rooms on
Wednesday 20th September 2023 commencing at 6.45pm

PRESENT: Councillors J Davies, J Rivers, P Coe,
Rev Cn McLachlan, P Carey and K Terry

In Attendance:

| | | |
|-------------------------------|---|----------------|
| Responsible Financial Officer | - | Mrs C T Morris |
| Finance Clerk | - | Mrs J Field |
| NRIB Representative | - | 1 |

IN THE CHAIR: Councillor J Davies

220/2023-24 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Thomas - who was attending a District Council meeting.

221/2023-24 **DISPENSATION TO PARTICIPATE**

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

222/2023-24 **DECLARATIONS OF INTEREST**

None.

223/2023-24 **ADJOURNMENT OF MEETING**

It was not necessary to adjourn the meeting as there were no members of public present and no questions had been received in writing by the Clerk.

224/2023-24 **PUBLIC QUESTIONS**

None.

225/2023-24 **RE-CONVENING OF MEETING**

Not applicable.

226/2023-24 **MINUTES**

The Chairman presented the Minutes of the **Finance & General Purposes committee Meeting** held on **27th July 2023**, copies of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the minutes of the Finance & General Purposes Committee Meeting held on 27th July 2023 be approved and signed as a true and correct record.

227/2023-24 **NEW ROMNEY IN BLOOM**

This matter having been deferred at the last meeting of F&GP to allow clarification of points raised, the Clerk's original report regarding a proposal from New Romney in Bloom in respect of a potential volunteering partnership had been re-issued and was received and noted. The Chairman invited the representative from New Romney in Bloom to answer any questions posed by Councillors in respect of NRIB's proposed potential volunteering partnership. Following a short question and answer session, it was:

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that an informal volunteering arrangement with New Romney in Bloom be entered into and that the kind offer of assistance with a range of horticultural works on NRTC land/or in respect of NRTC amenities within the parish, be accepted in respect of the following specified areas/amenities:

- 1) Town Hall Window Boxes
- 2) NRTC Planter outside West Street Car Park
- 3) NRTC Planters on St Martin's Field (once replaced with modern self-watering planters)
- 4) Flowerbeds on Flagstaff Land, Littlestone Road

Subject to the following procedural requirements:

- 1) Evidence of NRIB PLI cover to be provided annually on renewal
- 2) NRIB risk assessment to be provided annually and, if necessary, following any incident, to evidence review
- 3) NRTC to be advised in advance of any volunteering work on behalf of the Town Council in respect of location, day, duration and number of volunteers undertaking voluntary activities.
- 4) All estimates in respect of plants, compost, or other gardening materials to be authorised by the Clerk/RFO prior to any expenditure being incurred by NRIB

@ 7.20PM the member of the public left the meeting.

228/2023-24 **FINANCIAL MATTERS**

(i) 2023/2024 Budget Comparison

Having duly considered the 2023/2024 Finance & General Purposes Committee Budget Comparison Report, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor McLachlan

RESOLVED UNANIMOUSLY – that the current Finance & General Purposes Committee Budget Comparison Report for 2023/24 be hereby approved.

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

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

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that the afore-mentioned detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority, in the sum of £52,351.49 exc. VAT, be received and noted and identified cost centres be approved.

(iii) Schedule of Disposals

Consideration was given to the formal de-asset of items included within the RFO's schedule of disposals. It was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor McLachlan

RESOLVED UNANIMOUSLY – that the formal de-asset of items with book values as detailed below, be approved.

- **Projector £150.00**
- **Cast Litter Bins x 2 £1,998.00**
- **Telephone Handset £264.00**

(iv) Coding Re-allocation

Noting that no actual costs had been incurred in respect of radiator removal during the replacement of the Town Hall stairlift, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that the cost coding re-allocation, as detailed below, be approved.

£ 7,000.00 Town Hall Stairlift Reserve

£11,251.00 Buildings Repair & Restoration Reserve Fund

£18,251.00 Total Cost (exc. VAT)

229/2023-24 **RFO'S REPORTS**

(i) Actions completed since the F&GP Committee meeting held on 27th July 2023:

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

RFO's Report – F&GP Meeting on 20th September 2023

Actions completed since the F&GP Committee meeting held on 27th July 2023:

(i) The first tranche of 2023/2024 PWLB funding has been vired to the CHSPNP (*Minute Ref: 141/2023-24(iii) refers*).

(ii) Clarification of the planning process in respect of installing air conditioning at the Town Hall has been received from FH&DC. A Heritage Statement and a Design and Access Statement have been prepared and arrangements are in hand for the provision of scale drawings, which are required to accompany the afore-mentioned statements in order to submit a planning/listed buildings consent application (*Minute Ref: 143/2023-24 refers*).

(iii) A payment in respect of the approved grant funding/donation to Light Up New Romney, in the sum of £1,116.00, has been despatched along with relevant paperwork (*Minute Ref: 144/2023-24 refers*). A duly completed grant monitoring form along with an email thanking the Town Council for its support was subsequently received.

(iv) An order to carry out health & safety tree inspections on Town Council lands, has been placed (*Minute Ref: 145/2023-24 refers*).

(v) Questions raised have been forwarded to NRIB (*Minute Ref: 146/2023-24 refers*).

Other Matters of Report:

(i) A notification in respect of a new Post Office counter service has been received from Unity Trust Bank (Attached hereto*).

(ii) A communication, regarding changes to services/terms & conditions, has been received from Nat West Bank (Attached hereto*).

This concludes my report – RFO 6th September 2023

(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 September 2023

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

- Redecoration of exterior of building carried out by B E Ames Ltd.
- Replacement of stairlift carried out by Higher Elevation Ltd.
- Top up of window boxes, following theft of a number of plants, carried out by New Romney in Bloom.
- Replacement of rear door threshold carried out by B E Ames Ltd.
- Door stop fitted to rear door by Parish Caretaker.

In hand:

- Replacement of existing lighting and installation of a new consumer board.
- Provision of air conditioning in the Council Chamber.
- Provision of radiator for Mayor's Parlour.

(ii) Town Hall House and Outbuilding

- Redecoration of exterior of building carried out by B E Ames Ltd.
- Graffiti has been painted over by B E Ames Ltd.

In hand:

- Installation of conservation roof light.

(iii) Town Hall Garden

- None.

In hand:

- None.

(iv) Public Clock

- None.

In hand:

- None.

(v) Assembly Rooms

- None.

In hand:

- Repair works to front external wall.

(vi) Community Hall (Nursery)

- Removal of overhanging tree branches carried out by M Coleman Arboricultural Service.

In hand:

- None.

(vii) Maude Pavilion & Sports Field

- Removal and disposal of previously felled tree stumps and associated debris has been carried out by M Coleman Arboricultural Service.
- The replacement vehicular gate and 2 x retractable bollards have been installed by B E Ames Ltd.

In hand:

- Replacement of missing/broken roof tiles.
- Anti-vandal paint and associated signage has been purchased and is to be applied/fitted by the Parish Caretaker.

(viii) Fairfield Road Recreation Ground

- The annual Rospa inspection has been carried out and no items requiring urgent action were identified *NB: Some items of routine minor maintenance have been delayed due to current staff shortages.*
- Removal of graffiti carried out by Parish Caretaker.
- Painting out of non-removable graffiti carried out by Parish Caretaker.
- Pedestrian gate handle replacement carried out by Parish Caretaker.
- Vehicular access gate bollard re-sited by Parish Caretaker.

In hand:

- Routine maintenance works to play equipment.

(ix) The Greens / Hut & Winch Site

- The annual Rospa inspection has been carried out and no items requiring urgent action were identified *NB: Some items of routine minor maintenance have been delayed due to current staff shortages.*
- Repair of post and rail carried out by Parish Caretaker.

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.
- Strimming of interior pathways/boundary perimeter carried out by M Coleman Arboricultural Service *NB: Parish Caretaker currently unable to carry out these works due to staff shortages.*
- Clearance of fly-tipped chippings carried out by M Coleman Arboricultural Service.

In hand:

- Removal of large fallen tree branch.

(xi) Flagstaff Land

- Perimeter bollard 'gold banding' commenced by Parish Caretaker.

In hand:

- Perimeter bollard gold banding (ongoing).
- Research in respect of replacement 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

- There have been a number of incidents of graffiti on buildings and play equipment *NB: All incidents are reported to Kent Police and on the FH&DC portal.*

(xvi) Miscellaneous

- Preparation of Council Chamber and Mayor's Parlour in readiness for Country Fayre open day, carried out by Parish Caretaker.

- Preparation of gaol cell and foyer in readiness for Country Fayre open day, carried out by Parish Caretaker.
- 1 x Cast iron litter bin plus 1 x cast iron litter bin door, that were awaiting repair/refurbishment, have been stolen from the rear of the Assembly Rooms

NB: The theft has been reported to Kent Police.

In hand:

- Installation of Town Trail plaques and signboards.

This concludes my maintenance report – RFO 6th September 2023

230/2023-24 **ATTENDANCE OF MAYOR'S SERGEANT**

Consideration was given to the increased use of the Mayor's Sergeant for attendance at Civic Events. It was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Terry

RECOMMENDED UNANIMOUSLY – that the Civic Attendance Schedule (Appendix 6(i)), be amended as follows:

- 1) Civic Occasions at which attendance of the Mayor's Sergeant is expected if the Mayor is in attendance, be increased from 12 to 14, to incorporate the NRTC Christmas Concert and the NRTC Mayor's Christmas Reception.
- 2) The number of further events at which attendance may be requested, at the discretion of the Mayor, be dictated by the budget available.

The Chairman thanked the Councillors and the Clerk for their attendance and the meeting then concluded **@ 8.05PM.**

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 Responsible Financial Officer

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

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

In the Chair: Councillor P Thomas

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

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

Apologies were received and noted, as follows:

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

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

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

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

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

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

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

397/2023-24 **PUBLIC QUESTIONS**

None.

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

Not applicable.

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

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

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

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

Assembly Rooms – Hire Fees

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

Hut & Winch Sites – Annual Rent

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

The Greens

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

Pavement User Agreement Fees

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

Pavement User Application Fee

| | |
|-----------------|------------------|
| Per Application | £ 10.00 plus VAT |
|-----------------|------------------|

Requests made under FOI Act which are estimated to take up to 18 hours to complete

| | |
|---|-----------------|
| Photocopying charge only per page – fixed charge | £ 0.10 plus VAT |
|---|-----------------|

Requests made under FOI Act which are estimated to take in excess of 18 hours to complete

| | |
|--------------------------------------|------------------|
| Per hour - inclusive of photocopying | £ 25.00 plus VAT |
|--------------------------------------|------------------|

New Romney Bowls Club – re Loan of Bell

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

Allotment Gardens – Annual Plot Rent – All sizes are approximate

| | |
|--|----------|
| Small = >45m ² up to 90m ² | £ 48.00 |
| Medium = >90m ² up to 120m ² | £ 69.00 |
| Large = >120m ² up to 180m ² | £ 97.00 |
| Extra Large = >180m ² up to 240m ² | £ 124.00 |
| Refundable Plot Deposit | £ 150.00 |
| Refundable Stopcock Key Deposit | £ 10.00 |

| | |
|-------------------------------------|---------|
| <u>TS Veteran Sea Cadets</u> | £ 25.00 |
|-------------------------------------|---------|

Sports Field and Maude Pavilion

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

Community Hall

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

Land in Church Road (Coney Banks)

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

Southlands Almshouse Charity

| | |
|------------------------------|------------------|
| Use of Town Hall - Per Annum | £ 150.00 |
| Admin - Per Annum | £ 50.00 plus VAT |
| Photocopying - Per Sheet | £ 0.10 plus VAT |

St. Martin's Field Charity – Photocopying

| | |
|-----------|-----------------|
| Per sheet | £ 0.10 plus VAT |
|-----------|-----------------|

Town Hall House Rent (Gross)

| | |
|--------------------|----------|
| Per calendar month | £ 750.00 |
|--------------------|----------|

Mileage

| | |
|----------|--------|
| Per mile | £ 0.45 |
|----------|--------|

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

| | |
|----------|---------|
| Per hour | £ 16.00 |
|----------|---------|

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

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

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

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

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

(i)

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Carey

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

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

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

(ii)

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

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

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

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

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

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

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

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

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

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

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

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

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

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

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

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

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

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

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

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

10/01/2024

11:03

New Romney Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)

Page 1

| | | <u>Last Year</u> | | <u>Current Year</u> | | | | <u>Next Year</u> | | |
|------------|---------------------------------|------------------|-----------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 100 | <u>Staff Costs</u> | | | | | | | | | |
| | Total Income | 7,500 | 0 | 7,500 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 163,850 | 140,391 | 182,900 | 95,024 | 0 | 0 | 0 | 0 | 0 |
| | 100 Net Income over Expenditure | -156,350 | -140,391 | -175,400 | -95,024 | 0 | 0 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 3,095 | 0 | 988 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (156,350) | (137,296) | (175,400) | (94,036) | 0 | | 0 | | |
| 200 | <u>Town Hall</u> | | | | | | | | | |
| | Total Income | 200 | 150 | 200 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 14,555 | 13,399 | 18,492 | 70,803 | 0 | 0 | 0 | 0 | 0 |
| | 200 Net Income over Expenditure | -14,355 | -13,249 | -18,292 | -70,803 | 0 | 0 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 5,378 | 0 | 54,581 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (14,355) | (7,871) | (18,292) | (16,222) | 0 | | 0 | | |
| 205 | <u>Town Hall House</u> | | | | | | | | | |
| | Total Income | 6,957 | 7,800 | 7,698 | 5,500 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 3,370 | 4,611 | 3,449 | 7,411 | 0 | 0 | 0 | 0 | 0 |
| | 205 Net Income over Expenditure | 3,587 | 3,189 | 4,249 | -1,911 | 0 | 0 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 1,990 | 0 | 6,423 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 3,587 | 5,179 | 4,249 | 4,512 | 0 | | 0 | | |
| 210 | <u>Assembly Rooms</u> | | | | | | | | | |
| | Total Income | 500 | 2,085 | 2,000 | 1,832 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 8,470 | 8,161 | 9,143 | 17,953 | 0 | 12,319 | 0 | 0 | 0 |
| | 210 Net Income over Expenditure | -7,970 | -6,075 | -7,143 | -16,121 | 0 | -12,319 | 0 | 0 | 0 |

Continued on next page

New Romney Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)

11:03

| | | <u>Last Year</u> | | <u>Current Year</u> | | | | <u>Next Year</u> | | |
|------------|---|------------------|----------------|---------------------|----------------|-----------|-----------|------------------|----------|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 6000 | plus Transfer from EMR | 0 | 0 | 0 | 13,064 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (7,970) | (6,075) | (7,143) | (3,057) | 0 | | 0 | | |
| 215 | <u>Community Hall</u> | | | | | | | | | |
| | Total Income | 6,600 | 6,600 | 6,600 | 4,400 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 2,250 | 2,302 | 2,340 | 288 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 4,350 | 4,298 | 4,260 | 4,112 | 0 | | 0 | | |
| 220 | <u>Sports Field & Maude Pavilion</u> | | | | | | | | | |
| | Total Income | 1,200 | 1,200 | 1,440 | 900 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 2,360 | 2,745 | 2,458 | 8,037 | 0 | 0 | 0 | 0 | 0 |
| | 220 Net Income over Expenditure | -1,160 | -1,545 | -1,018 | -7,137 | 0 | 0 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 0 | 0 | 3,662 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (1,160) | (1,545) | (1,018) | (3,475) | 0 | | 0 | | |
| 225 | <u>Fairfield Road Rec Ground</u> | | | | | | | | | |
| | Overhead Expenditure | 4,300 | 4,172 | 3,952 | 1,327 | 0 | 0 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 2,420 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (4,300) | (1,752) | (3,952) | (1,327) | 0 | | 0 | | |
| 230 | <u>The Greens</u> | | | | | | | | | |
| | Total Income | 5,560 | 6,331 | 7,150 | 7,490 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 5,440 | 11,999 | 13,106 | 11,248 | 0 | 0 | 0 | 0 | 0 |
| | 230 Net Income over Expenditure | 120 | -5,668 | -5,956 | -3,758 | 0 | 0 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 247 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 120 | (5,421) | (5,956) | (3,758) | 0 | | 0 | | |

Continued on next page

**New Romney Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)**

| | | <u>Last Year</u> | | <u>Current Year</u> | | | | <u>Next Year</u> | | |
|------------|--|------------------|---------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 235 | <u>Flagstaff Land</u> | | | | | | | | | |
| | Overhead Expenditure | 953 | 1,626 | 946 | 680 | 0 | 0 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 454 | 0 | 100 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (953) | (1,172) | (946) | (581) | 0 | | 0 | | |
| 240 | <u>Allotments</u> | | | | | | | | | |
| | Total Income | 2,000 | 2,597 | 2,500 | 2,641 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 2,522 | 1,770 | 1,412 | 926 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (522) | 827 | 1,088 | 1,715 | 0 | | 0 | | |
| 245 | <u>Land at Coney Banks</u> | | | | | | | | | |
| | Total Income | 550 | 550 | 600 | 600 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 50 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 500 | 550 | 550 | 600 | 0 | | 0 | | |
| 250 | <u>Wayleaves</u> | | | | | | | | | |
| | Total Income | 60 | 63 | 60 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 60 | 63 | 60 | 0 | 0 | | 0 | | |
| 255 | <u>Garden of Remembrance</u> | | | | | | | | | |
| | Overhead Expenditure | 350 | 654 | 300 | 41 | 0 | 0 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (350) | (582) | (300) | (41) | 0 | | 0 | | |
| 260 | <u>Town Square (Cingue Ports Plc)</u> | | | | | | | | | |
| | Total Income | 45 | 71 | 45 | 40 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 80 | 125 | 80 | 0 | 0 | 0 | 0 | 0 | 0 |

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

| | | <u>Last Year</u> | | <u>Current Year</u> | | | | <u>Next Year</u> | | |
|------------|--|------------------|-----------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| | Movement to/(from) Gen Reserve | (35) | (54) | (35) | 40 | 0 | | 0 | | |
| 270 | <u>Street Furniture (Non TC Land)</u> | | | | | | | | | |
| | Total Income | 0 | 0 | 0 | 1,590 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 100 | 3,660 | 100 | 1,633 | 0 | 0 | 0 | 0 | 0 |
| | 270 Net Income over Expenditure | -100 | -3,660 | -100 | -43 | 0 | 0 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 3,480 | 0 | 1,590 | 0 | 0 | 0 | 0 | 0 |
| 6001 | less Transfer to EMR | 0 | 0 | 0 | 1,590 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (100) | (180) | (100) | (43) | 0 | | 0 | | |
| 275 | <u>Administration & Miscellaneous</u> | | | | | | | | | |
| | Total Income | 125 | 12,725 | 2,521 | 38,795 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 114,950 | 212,654 | 118,230 | 193,555 | 0 | 6,893 | 0 | 0 | 0 |
| | 275 Net Income over Expenditure | -114,825 | -199,929 | -115,709 | -154,761 | 0 | -6,893 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 151,314 | 0 | 157,296 | 0 | 0 | 0 | 0 | 0 |
| 6001 | less Transfer to EMR | 0 | 8,356 | 0 | 25,727 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (114,825) | (56,972) | (115,709) | (23,192) | 0 | | 0 | | |
| 280 | <u>Other</u> | | | | | | | | | |
| | Total Income | 0 | 1,139,020 | 0 | 9,474 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 71,000 | 9,548 | 56,000 | 15,940 | 0 | 0 | 0 | 0 | 0 |
| | 280 Net Income over Expenditure | -71,000 | 1,129,472 | -56,000 | -6,467 | 0 | 0 | 0 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 430 | 0 | 6,384 | 0 | 0 | 0 | 0 | 0 |
| 6001 | less Transfer to EMR | 0 | 1,129,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (71,000) | 902 | (56,000) | (83) | 0 | | 0 | | |

Continued on next page

**New Romney Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 8)**

| | | <u>Last Year</u> | | <u>Current Year</u> | | | | <u>Next Year</u> | | |
|------------|----------------------------------|------------------|------------------|---------------------|----------------|-----------|----------------|------------------|----------|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 285 | <u>Precept</u> | | | | | | | | | |
| | Total Income | 363,553 | 363,553 | 374,894 | 374,894 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>363,553</u> | <u>363,553</u> | <u>374,894</u> | <u>374,894</u> | <u>0</u> | | <u>0</u> | | |
| 300 | <u>Planning Committee</u> | | | | | | | | | |
| | Overhead Expenditure | 250 | 8 | 250 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>(250)</u> | <u>(8)</u> | <u>(250)</u> | <u>0</u> | <u>0</u> | | <u>0</u> | | |
| | Total Budget Income | 394,850 | 1,542,745 | 413,208 | 448,155 | 0 | 0 | 0 | 0 | 0 |
| | Expenditure | 394,850 | 417,824 | 413,208 | 424,867 | 0 | 19,212 | 0 | 0 | 0 |
| | Net Income over Expenditure | <u>0</u> | <u>1,124,921</u> | <u>0</u> | <u>23,288</u> | <u>0</u> | <u>-19,212</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| | plus Transfer from EMR | 0 | 168,879 | 0 | 244,087 | 0 | 0 | 0 | 0 | 0 |
| | less Transfer to EMR | 0 | 1,137,356 | 0 | 27,317 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | <u>0</u> | <u>156,444</u> | <u>0</u> | <u>240,058</u> | <u>0</u> | | <u>0</u> | | |

| | Actual Last Year | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-------------------------------------|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 100 Staff Costs | | | | | | | | |
| 1085 Capital Deposit Interest | 0 | 0 | 7,500 | 7,500 | | | 0.0% | |
| Staff Costs :- Income | <u>0</u> | <u>0</u> | <u>7,500</u> | <u>7,500</u> | | | <u>0.0%</u> | <u>0</u> |
| 4000 Clerical Salaries & ER Pen/NI | 92,485 | 67,558 | 109,000 | 41,442 | | 41,442 | 62.0% | |
| 4005 Manual Salaries & ER Pen/NI | 41,128 | 25,370 | 53,000 | 27,630 | | 27,630 | 47.9% | |
| 4020 Civic Salaries & ER Pen/NI | 1,440 | 1,078 | 1,700 | 622 | | 622 | 63.4% | |
| 4030 Capital Project Staffing | 3,095 | 0 | 7,500 | 7,500 | | 7,500 | 0.0% | |
| 4035 Emergency Staffing | 2,243 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4055 Eye Tests | 0 | 30 | 200 | 171 | | 171 | 14.8% | |
| 4065 Rec & Train Res Fund Cont 330 | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4067 Rec & Train Res Fund Exp | 0 | 988 | 0 | (988) | | (988) | 0.0% | 988 |
| 4080 Staff Prov Res Fund Cont 345 | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| 4085 Pens/Gratuity Res Fun Cont 328 | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| Staff Costs :- Indirect Expenditure | <u>140,391</u> | <u>95,024</u> | <u>182,900</u> | <u>87,876</u> | <u>0</u> | <u>87,876</u> | <u>62.0%</u> | <u>988</u> |
| Net Income over Expenditure | <u>(140,391)</u> | <u>(95,024)</u> | <u>(175,400)</u> | <u>(80,376)</u> | | | | |
| 6000 plus Transfer from EMR | 3,095 | 988 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(137,296)</u> | <u>(94,036)</u> | | | | | | |
| 200 Town Hall | | | | | | | | |
| 1010 Rental Income | 150 | 0 | 150 | 150 | | | 0.0% | |
| 1999 Miscellaneous Inc | 0 | 0 | 50 | 50 | | | 0.0% | |
| Town Hall :- Income | <u>150</u> | <u>0</u> | <u>200</u> | <u>200</u> | | | <u>0.0%</u> | <u>0</u> |
| 4100 Non-domestic Rates | 4,990 | 4,192 | 5,470 | 1,279 | | 1,279 | 76.6% | |
| 4105 Waste | 704 | 528 | 1,853 | 1,325 | | 1,325 | 28.5% | |
| 4110 Water Rates-Supply/Waste water | 240 | 285 | 259 | (26) | | (26) | 110.0% | |
| 4115 Electricity | 2,919 | 1,604 | 3,542 | 1,938 | | 1,938 | 45.3% | |
| 4120 Gas | 840 | 564 | 1,660 | 1,096 | | 1,096 | 34.0% | |
| 4125 Cleaning/Hygiene Supplies | 107 | 46 | 110 | 64 | | 64 | 42.3% | |
| 4130 First Aid Supplies | 0 | 3 | 55 | 52 | | 52 | 5.9% | |
| 4140 Repairs & Maintenance | 1,524 | 2,070 | 2,000 | (70) | | (70) | 103.5% | |
| 4145 Fire Safety Equipment Maint | 115 | 133 | 126 | (7) | | (7) | 105.3% | |
| 4150 Window Boxes | 0 | 70 | 0 | (70) | | (70) | 0.0% | |
| 4155 Tree Inspection/Surgery | 95 | 95 | 450 | 355 | | 355 | 21.1% | |
| 4160 PAT Testing | 76 | 146 | 83 | (63) | | (63) | 175.9% | |
| 4161 Town Hall Alarm System | 0 | 1,097 | 1,044 | (53) | | (53) | 105.0% | |
| 4165 Roof R/W Goods Inspections | 1,788 | 0 | 1,840 | 1,840 | | 1,840 | 0.0% | |
| 4170 Town Hall Roof Repair | 0 | 15,870 | 0 | (15,870) | | (15,870) | 0.0% | 15,870 |

Continued over page

| | Actual Last Year | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4171 Town Hall Stairlift Replacemnt | 0 | 18,251 | 0 | (18,251) | | (18,251) | 0.0% | 12,873 |
| 4172 T Hall C Heating Rep G Floor | 0 | 8,425 | 0 | (8,425) | | (8,425) | 0.0% | 8,425 |
| 4178 T Hall/T Hall Hs Ext Redec | 0 | 17,413 | 0 | (17,413) | | (17,413) | 0.0% | 17,413 |
| 4361 Miscellaneous Exp | 0 | 11 | 0 | (11) | | (11) | 0.0% | |
| Town Hall :- Indirect Expenditure | 13,399 | 70,803 | 18,492 | (52,311) | 0 | (52,311) | 382.9% | 54,581 |
| Net Income over Expenditure | (13,249) | (70,803) | (18,292) | 52,511 | | | | |
| 6000 plus Transfer from EMR | 5,378 | 54,581 | | | | | | |
| Movement to/(from) Gen Reserve | (7,871) | (16,222) | | | | | | |
| 205 Town Hall House | | | | | | | | |
| 1010 Rental Income | 7,800 | 5,500 | 7,698 | 2,198 | | | 71.4% | |
| Town Hall House :- Income | 7,800 | 5,500 | 7,698 | 2,198 | | | 71.4% | 0 |
| 4130 First Aid Supplies | 0 | 7 | 0 | (7) | | (7) | 0.0% | |
| 4140 Repairs & Maintenance | 3,396 | 2,675 | 2,900 | 225 | | 225 | 92.2% | 2,244 |
| 4145 Fire Safety Equipment Maint | 81 | 56 | 89 | 33 | | 33 | 62.6% | |
| 4165 Roof R/W Goods Inspections | 340 | 0 | 360 | 360 | | 360 | 0.0% | |
| 4177 T H House Dormer Window | 0 | 4,179 | 0 | (4,179) | | (4,179) | 0.0% | 4,179 |
| 4185 Landlords Gas Certificate | 92 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4362 Management Fees | 702 | 495 | 0 | (495) | | (495) | 0.0% | |
| Town Hall House :- Indirect Expenditure | 4,611 | 7,411 | 3,449 | (3,962) | 0 | (3,962) | 214.9% | 6,423 |
| Net Income over Expenditure | 3,189 | (1,911) | 4,249 | 6,160 | | | | |
| 6000 plus Transfer from EMR | 1,990 | 6,423 | | | | | | |
| Movement to/(from) Gen Reserve | 5,179 | 4,512 | | | | | | |
| 210 Assembly Rooms | | | | | | | | |
| 1000 Hire Fees | 2,085 | 1,832 | 2,000 | 168 | | | 91.6% | |
| Assembly Rooms :- Income | 2,085 | 1,832 | 2,000 | 168 | | | 91.6% | 0 |
| 4100 Non-domestic Rates | 1,946 | 1,397 | 2,133 | 737 | | 737 | 65.5% | |
| 4110 Water Rates-Supply/Waste water | 717 | 447 | 465 | 18 | | 18 | 96.1% | |
| 4115 Electricity | 994 | 622 | 1,484 | 862 | | 862 | 41.9% | |
| 4120 Gas | 2,278 | 710 | 2,649 | 1,940 | | 1,940 | 26.8% | |
| 4125 Cleaning/Hygiene Supplies | 97 | 46 | 157 | 111 | | 111 | 29.6% | |
| 4130 First Aid Supplies | 0 | 0 | 22 | 22 | | 22 | 0.0% | |
| 4140 Repairs & Maintenance | 1,029 | 2,987 | 1,400 | (1,587) | | (1,587) | 213.3% | 1,745 |
| 4145 Fire Safety Equipment Maint | 133 | 65 | 146 | 81 | | 81 | 44.6% | |
| 4155 Tree Inspection/Surgery | 95 | 95 | 225 | 130 | | 130 | 42.2% | |

| | Actual Last Year | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 4160 PAT Testing | 38 | 8 | 42 | 34 | | 34 | 19.0% | |
| 4165 Roof R/W Goods Inspections | 610 | 0 | 320 | 320 | | 320 | 0.0% | |
| 4174 A Rooms Roof & Brickwork Repai | 0 | 11,319 | 0 | (11,319) | 12,319 | (23,638) | 0.0% | 11,319 |
| 4185 Landlords Gas Certificate | 92 | 92 | 100 | 8 | | 8 | 91.7% | |
| 4361 Miscellaneous Exp | 131 | 167 | 0 | (167) | | (167) | 0.0% | |
| Assembly Rooms :- Indirect Expenditure | 8,161 | 17,953 | 9,143 | (8,810) | 12,319 | (21,129) | 331.1% | 13,064 |
| Net Income over Expenditure | (6,075) | (16,121) | (7,143) | 8,978 | | | | |
| 6000 plus Transfer from EMR | 0 | 13,064 | | | | | | |
| Movement to/(from) Gen Reserve | (6,075) | (3,057) | | | | | | |
| 215 Community Hall | | | | | | | | |
| 1010 Rental Income | 6,600 | 4,400 | 6,600 | 2,200 | | | 66.7% | |
| Community Hall :- Income | 6,600 | 4,400 | 6,600 | 2,200 | | | 66.7% | 0 |
| 4140 Repairs & Maintenance | 1,960 | 288 | 2,000 | 1,712 | | 1,712 | 14.4% | |
| 4155 Tree Inspection/Surgery | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4165 Roof R/W Goods Inspections | 250 | 0 | 130 | 130 | | 130 | 0.0% | |
| 4185 Landlords Gas Certificate | 92 | 0 | 110 | 110 | | 110 | 0.0% | |
| Community Hall :- Indirect Expenditure | 2,302 | 288 | 2,340 | 2,052 | 0 | 2,052 | 12.3% | 0 |
| Net Income over Expenditure | 4,298 | 4,112 | 4,260 | 148 | | | | |
| 220 Sports Field & Maude Pavilion | | | | | | | | |
| 1010 Rental Income | 1,200 | 900 | 1,440 | 540 | | | 62.5% | |
| Sports Field & Maude Pavilion :- Income | 1,200 | 900 | 1,440 | 540 | | | 62.5% | 0 |
| 4140 Repairs & Maintenance | 261 | 4,360 | 750 | (3,610) | | (3,610) | 581.3% | 3,662 |
| 4155 Tree Inspection/Surgery | 925 | 2,970 | 630 | (2,340) | | (2,340) | 471.4% | |
| 4165 Roof R/W Goods Inspections | 340 | 0 | 160 | 160 | | 160 | 0.0% | |
| 4180 Grounds Maintenance | 420 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4185 Landlords Gas Certificate | 92 | 0 | 110 | 110 | | 110 | 0.0% | |
| 4190 Herbicide Spraying | 708 | 708 | 708 | 0 | | 0 | 99.9% | |
| Sports Field & Maude Pavilion :- Indirect Expenditure | 2,745 | 8,037 | 2,458 | (5,579) | 0 | (5,579) | 327.0% | 3,662 |
| Net Income over Expenditure | (1,545) | (7,137) | (1,018) | 6,119 | | | | |
| 6000 plus Transfer from EMR | 0 | 3,662 | | | | | | |
| Movement to/(from) Gen Reserve | (1,545) | (3,475) | | | | | | |

| | Actual Last Year | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 225 Fairfield Road Rec Ground | | | | | | | | |
| 4140 Repairs & Maintenance | 155 | 70 | 500 | 430 | | 430 | 14.0% | |
| 4155 Tree Inspection/Surgery | 95 | 95 | 800 | 705 | | 705 | 11.9% | |
| 4180 Grounds Maintenance | 1,402 | 847 | 1,452 | 605 | | 605 | 58.3% | |
| 4195 Play Gym Maintenance | 2,520 | 168 | 1,200 | 1,032 | | 1,032 | 14.0% | |
| 4361 Miscellaneous Exp | 0 | 147 | 0 | (147) | | (147) | 0.0% | |
| Fairfield Road Rec Ground :- Indirect Expenditure | 4,172 | 1,327 | 3,952 | 2,626 | 0 | 2,625 | 33.6% | 0 |
| Net Expenditure | (4,172) | (1,327) | (3,952) | (2,626) | | | | |
| 6000 plus Transfer from EMR | 2,420 | 0 | | | | | | |
| Movement to/(from) Gen Reserve | (1,752) | (1,327) | | | | | | |
| 230 The Greens | | | | | | | | |
| 1000 Hire Fees | 100 | 600 | 0 | (600) | | | 0.0% | |
| 1100 Hut & Winch Site Rents | 5,565 | 6,580 | 6,200 | (380) | | | 106.1% | |
| 1105 Sea Cadets Rent | 250 | 0 | 250 | 250 | | | 0.0% | |
| 1120 Ice Cream Van/Food Vendors | 417 | 310 | 700 | 390 | | | 44.3% | |
| The Greens :- Income | 6,331 | 7,490 | 7,160 | (340) | | | 104.8% | 0 |
| 4110 Water Rates-Supply/Waste water | 1,163 | 529 | 805 | 276 | | 276 | 65.8% | |
| 4115 Electricity | 152 | 102 | 191 | 89 | | 89 | 53.2% | |
| 4140 Repairs & Maintenance | 1,617 | 782 | 2,000 | 1,218 | | 1,218 | 39.1% | |
| 4180 Grounds Maintenance | 1,990 | 1,190 | 2,040 | 850 | | 850 | 58.3% | |
| 4195 Play Gym Maintenance | 627 | 1,665 | 1,000 | (665) | | (665) | 166.5% | |
| 4210 Toilet Block | 6,450 | 6,966 | 7,070 | 104 | | 104 | 98.5% | |
| 4361 Miscellaneous Exp | 0 | 14 | 0 | (14) | | (14) | 0.0% | |
| The Greens :- Indirect Expenditure | 11,999 | 11,248 | 13,106 | 1,858 | 0 | 1,858 | 85.8% | 0 |
| Net Income over Expenditure | (5,668) | (3,758) | (5,956) | (2,198) | | | | |
| 6000 plus Transfer from EMR | 247 | 0 | | | | | | |
| Movement to/(from) Gen Reserve | (5,421) | (3,758) | | | | | | |
| 235 Flagstaff Land | | | | | | | | |
| 4140 Repairs & Maintenance | 615 | 148 | 100 | (48) | | (48) | 147.8% | 100 |
| 4155 Tree Inspection/Surgery | 315 | 95 | 150 | 55 | | 55 | 63.3% | |
| 4180 Grounds Maintenance | 696 | 438 | 696 | 258 | | 258 | 62.9% | |
| Flagstaff Land :- Indirect Expenditure | 1,626 | 680 | 946 | 266 | 0 | 266 | 71.9% | 100 |
| Net Expenditure | (1,626) | (680) | (946) | (266) | | | | |
| 6000 plus Transfer from EMR | 454 | 100 | | | | | | |
| Movement to/(from) Gen Reserve | (1,172) | (581) | | | | | | |

Continued over page

| | Actual Last Year | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 240 Allotments | | | | | | | | |
| 1200 Plot Rents (Not inc. deposits) | 2,597 | 2,641 | 2,500 | (141) | | | 105.6% | |
| Allotments :- Income | <u>2,597</u> | <u>2,641</u> | <u>2,500</u> | <u>(141)</u> | | | <u>105.6%</u> | <u>0</u> |
| 4110 Water Rates-Supply/Waste water | (121) | (275) | 600 | 875 | | 875 | (45.8%) | |
| 4140 Repairs & Maintenance | 969 | 94 | 500 | 406 | | 406 | 18.7% | |
| 4155 Tree Inspection/Surgery | 0 | 450 | 0 | (450) | | (450) | 0.0% | |
| 4180 Grounds Maintenance | 922 | 657 | 312 | (345) | | (345) | 210.6% | |
| Allotments :- Indirect Expenditure | <u>1,770</u> | <u>926</u> | <u>1,412</u> | <u>486</u> | <u>0</u> | <u>486</u> | <u>66.6%</u> | <u>0</u> |
| Net Income over Expenditure | <u>827</u> | <u>1,715</u> | <u>1,088</u> | <u>(627)</u> | | | | |
| 245 Land at Coney Banks | | | | | | | | |
| 1250 Grazing Rent | 550 | 600 | 600 | 0 | | | 100.0% | |
| Land at Coney Banks :- Income | <u>550</u> | <u>600</u> | <u>600</u> | <u>0</u> | | | <u>100.0%</u> | <u>0</u> |
| 4200 Expenditure | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| Land at Coney Banks :- Indirect Expenditure | <u>0</u> | <u>0</u> | <u>50</u> | <u>50</u> | <u>0</u> | <u>50</u> | <u>0.0%</u> | <u>0</u> |
| Net Income over Expenditure | <u>550</u> | <u>600</u> | <u>550</u> | <u>(50)</u> | | | | |
| 250 Wayleaves | | | | | | | | |
| 1999 Miscellaneous Inc | 63 | 0 | 60 | 60 | | | 0.0% | |
| Wayleaves :- Income | <u>63</u> | <u>0</u> | <u>60</u> | <u>60</u> | | | <u>0.0%</u> | <u>0</u> |
| Net Income | <u>63</u> | <u>0</u> | <u>60</u> | <u>60</u> | | | | |
| 255 Garden of Remembrance | | | | | | | | |
| 4140 Repairs & Maintenance | 83 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4155 Tree Inspection/Surgery | 550 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4180 Grounds Maintenance | 21 | 41 | 200 | 159 | | 159 | 20.6% | |
| Garden of Remembrance :- Indirect Expenditure | <u>654</u> | <u>41</u> | <u>300</u> | <u>259</u> | <u>0</u> | <u>259</u> | <u>13.7%</u> | <u>0</u> |
| Net Expenditure | <u>(654)</u> | <u>(41)</u> | <u>(300)</u> | <u>(259)</u> | | | | |
| 6000 plus Transfer from EMR | 72 | 0 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(582)</u> | <u>(41)</u> | | | | | | |
| 260 Town Square (Cinque Ports Plc) | | | | | | | | |
| 1999 Miscellaneous Inc | 71 | 40 | 45 | 5 | | | 88.9% | |
| Town Square (Cinque Ports Plc) :- Income | <u>71</u> | <u>40</u> | <u>45</u> | <u>5</u> | | | <u>88.9%</u> | <u>0</u> |

10/01/2024

New Romney Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 01/12/2023

Month No: 8

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 4140 Repairs & Maintenance | 0 | 0 | 80 | 80 | | 80 | 0.0% | |
| 4155 Tree Inspection/Surgery | 125 | 0 | 0 | 0 | | 0 | 0.0% | |
| Town Square (Cinque Ports Plc) :- Indirect Expenditure | 125 | 0 | 80 | 80 | 0 | 80 | 0.0% | 0 |
| Net Income over Expenditure | (54) | 40 | (35) | (75) | | | | |
| 270 Street Furniture (Non TC Land) | | | | | | | | |
| 1999 Miscellaneous Inc | 0 | 1,590 | 0 | (1,590) | | | 0.0% | 1,590 |
| Street Furniture (Non TC Land) :- Income | 0 | 1,590 | 0 | (1,590) | | | | 1,590 |
| 4180 Grounds Maintenance | 21 | 43 | 0 | (43) | | (43) | 0.0% | |
| 4500 High St Planter - Maintenance | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4505 Street Furniture | 3,638 | 1,590 | 0 | (1,590) | | (1,590) | 0.0% | 1,590 |
| Street Furniture (Non TC Land) :- Indirect Expenditure | 3,660 | 1,633 | 100 | (1,533) | 0 | (1,533) | 1632.9% | 1,590 |
| Net Income over Expenditure | (3,660) | (43) | (100) | (57) | | | | |
| 6000 plus Transfer from EMR | 3,480 | 1,590 | | | | | | |
| 6001 less Transfer to EMR | 0 | 1,590 | | | | | | |
| Movement to/(from) Gen Reserve | (180) | (43) | | | | | | |
| 275 Administration & Miscellaneous | | | | | | | | |
| 1080 Bank & Investment Interest | 11,850 | 24,415 | 2,500 | (21,915) | | | 976.6% | 11,679 |
| 1090 CIL Receipts | 0 | 14,048 | 0 | (14,048) | | | 0.0% | 14,048 |
| 1999 Miscellaneous Inc | 874 | 331 | 21 | (310) | | | 1578.3% | |
| Administration & Miscellaneous :- Income | 12,725 | 38,795 | 2,521 | (36,274) | | | 1638.9% | 25,727 |
| 4130 First Aid Supplies | 3 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4160 PAT Testing | 44 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4300 Insurance | 5,471 | 6,195 | 6,500 | 305 | | 305 | 95.3% | |
| 4305 Bank Charges | 444 | 234 | 500 | 266 | | 266 | 46.8% | |
| 4310 PWLB Capital Payment | 0 | 0 | 57,337 | 57,337 | | 57,337 | 0.0% | |
| 4315 Subscriptions | 3,396 | 3,216 | 4,000 | 785 | | 785 | 80.4% | |
| 4320 Phone/Internet | 3,187 | 1,596 | 2,500 | 904 | | 904 | 63.8% | |
| 4325 IT Support & Equipment Maint | 6,166 | 6,901 | 7,000 | 99 | | 99 | 98.6% | |
| 4326 IT Upgrade | 0 | 4,915 | 0 | (4,915) | | (4,915) | 0.0% | 4,915 |
| 4330 L&P CHSPP | 79,733 | 146,915 | 0 | (146,915) | | (146,915) | 0.0% | 146,915 |
| 4335 Legal & Professional General | 3,850 | 30 | 10,000 | 9,970 | | 9,970 | 0.3% | |
| 4337 Town Council Elections (331) | 0 | 554 | 0 | (554) | | (554) | 0.0% | 554 |
| 4340 Donations STMFC | 2,000 | 2,000 | 2,000 | 0 | | 0 | 100.0% | |

Continued over page

| | Actual Last Year | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|------------------------------------|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| 4345 Donations (Other) | 2,400 | 1,116 | 4,000 | 2,884 | | 2,884 | 27.9% | |
| 4350 Payroll Outsourcing | 441 | 209 | 650 | 441 | | 441 | 32.1% | |
| 4355 Small Tools & Consumables | 1,108 | 1,180 | 1,000 | (180) | | (180) | 118.0% | |
| 4356 Workwear/PPE | 0 | 145 | 700 | 555 | | 555 | 20.8% | |
| 4360 Miscellaneous Exp | 82,616 | 8,427 | 6,500 | (1,927) | | (1,927) | 129.6% | 1,366 |
| 4361 Miscellaneous Exp | 0 | 59 | 0 | (59) | | (59) | 0.0% | 9 |
| 4363 Furniture Storage | 0 | 0 | 743 | 743 | | 743 | 0.0% | |
| 4364 Business Mileage | 0 | 287 | 1,000 | 713 | | 713 | 28.7% | |
| 4365 Public Clock | 4,060 | 368 | 300 | (68) | | (68) | 122.7% | |
| 4370 Petty Cash (Inc postage) | 658 | 244 | 1,500 | 1,256 | | 1,256 | 16.3% | |
| 4375 Office Equipment | 7,753 | 1,451 | 2,750 | 1,299 | | 1,299 | 52.8% | 281 |
| 4380 Printing and Stationery | 487 | 465 | 750 | 285 | | 285 | 62.0% | |
| 4384 Town Council Events | 2,068 | 3,188 | 0 | (3,188) | | (3,188) | 0.0% | 3,138 |
| 4385 Mayor's Allowance | 4,500 | 2,455 | 4,500 | 2,045 | | 2,045 | 54.6% | |
| 4386 Sergeants Uniform Replacement | 0 | 119 | 0 | (119) | 6,893 | (7,012) | 0.0% | 119 |
| 4390 Councillor Training | 340 | 1,221 | 4,000 | 2,779 | | 2,779 | 30.5% | |
| 4395 Recruitment & Training (330) | 1,929 | 65 | 0 | (65) | | (65) | 0.0% | |

Administration & Miscellaneous :- Indirect Expenditure 212,664 193,555 118,230 (75,325) 6,893 (82,218) 169.5% 157,296

Net Income over Expenditure (199,929) (154,761) (115,709) 39,052

6000 plus Transfer from EMR 151,314 157,296

6001 less Transfer to EMR 8,356 25,727

Movement to/(from) Gen Reserve (56,972) (23,192)

280 Other

| | | | | | | | | |
|-------------------------------------|------------------|--------------|----------|----------------|--|---------|------|----------|
| 1900 Sale of Assets | 1,129,000 | 0 | 0 | 0 | | | 0.0% | |
| 1999 Miscellaneous Inc | 10,020 | 9,474 | 0 | (9,474) | | | 0.0% | |
| Other :- Income | <u>1,139,020</u> | <u>9,474</u> | <u>0</u> | <u>(9,474)</u> | | | | <u>0</u> |
| 4130 First Aid Supplies | 7 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4140 Repairs & Maintenance | 0 | 13 | 0 | (13) | | (13) | 0.0% | |
| 4195 Play Gym Maintenance | 180 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4361 Miscellaneous Exp | 44 | 5,054 | 0 | (5,054) | | (5,054) | 0.0% | 2,474 |
| 4506 Coronation Bench | 0 | 2,552 | 0 | (2,552) | | (2,552) | 0.0% | 2,552 |
| 4510 Commemorative Benches | 9,068 | 6,964 | 0 | (6,964) | | (6,964) | 0.0% | |
| 4605 Contingency | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4610 Festivities Res Fund Cont 323 | 250 | 158 | 0 | (158) | | (158) | 0.0% | 158 |
| 4615 Fest Lighting Res Fun Cont 336 | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4620 T C Election Res Fund Cont 331 | 0 | 0 | 7,000 | 7,000 | | 7,000 | 0.0% | |
| 4625 Build Rep/Res Res Fun Cont 320 | 0 | 0 | 7,500 | 7,500 | | 7,500 | 0.0% | |

| | Actual Last Year | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4630 Non Ann Maint Res Fun Cont 334 | 0 | 0 | 7,500 | 7,500 | | 7,500 | 0.0% | |
| 4635 Uniform Reserve Fund Cont 335 | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4645 Boilers C H Res Fund Cont 343 | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4650 T H Stairlift Res Fund Con 338 | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4655 Capital Res Fund Cont 321 | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4660 Fac Mgmt Res Fun Cont 344 | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4665 CHSPNP Res Fund Cont 339 | 0 | 1,200 | 0 | (1,200) | | (1,200) | 0.0% | 1,200 |
| 4670 Play & Msc Eq Res Fun Cont 326 | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| 4680 ICT Replace Res Fund Cont 348 | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| Other :- Indirect Expenditure | 9,548 | 15,940 | 56,000 | 40,060 | 0 | 40,060 | 28.5% | 6,384 |
| Net Income over Expenditure | 1,129,472 | (6,467) | (56,000) | (49,534) | | | | |
| 6000 plus Transfer from EMR | 430 | 6,384 | | | | | | |
| 6001 less Transfer to EMR | 1,129,000 | 0 | | | | | | |
| Movement to/(from) Gen Reserve | 902 | (83) | | | | | | |
| <u>285 Precept</u> | | | | | | | | |
| 1076 Precept | 363,553 | 374,894 | 374,894 | 0 | | | 100.0% | |
| Precept :- Income | 363,553 | 374,894 | 374,894 | 0 | | | 100.0% | 0 |
| Net Income | 363,553 | 374,894 | 374,894 | 0 | | | | |
| <u>300 Planning Committee</u> | | | | | | | | |
| 4700 Planning Committee Costs | 8 | 0 | 250 | 250 | | 250 | 0.0% | |
| Planning Committee :- Indirect Expenditure | 8 | 0 | 250 | 250 | 0 | 250 | 0.0% | 0 |
| Net Expenditure | (8) | 0 | (250) | (250) | | | | |
| Grand Totals:- Income | 1,542,745 | 448,155 | 413,208 | (34,947) | | | 108.5% | |
| Expenditure | 417,824 | 424,867 | 413,208 | (11,659) | 19,212 | (30,871) | 107.5% | |
| Net Income over Expenditure | 1,124,921 | 23,288 | 0 | (23,288) | | | | |
| plus Transfer from EMR | 168,879 | 244,087 | | | | | | |
| less Transfer to EMR | 1,137,366 | 27,317 | | | | | | |
| Movement to/(from) Gen Reserve | 156,444 | 240,058 | | | | | | |

AGENDA ITEM 8(ii).

| Payments Approved Under Financial Regs, SPAA and/or Delegated Authority - F&GP Meeting 17th January 2024 | | | | | | | | | | | | | | | | | | |
|--|---------------------------|--|--|-------------------------------------|--|--|-------------------------------------|--|--|------------|----------|------------|-------|--------|--|--|-----------------------------------|--|
| Date | Supplier/Contractor | | | Description | | | Funding Source | | | Net | VAT | Total | | | | | | |
| 27.9.23 | Hut & Winch Tenant | | | Deposit refund | | | H&W Deposits Reserve Fund | | | £ 250.00 | £ - | £ 250.00 | TC | SDA FR | | | Routine business/everyday running | |
| 20.9.23 | BE Ames Ltd | | | Town trail instal (part funded KCC) | | | Admin & Misc - Budget | | | £ 970.00 | £ 194.00 | £ 1,164.00 | TC | SDA FR | | | Minute Ref: 454/2022-23 | |
| 6.9.23 | BE Ames Ltd | | | Sportsfield gate/graffiti removal | | | Play & Misc Equip Res/THH - Budget | | | £ 3,742.00 | £ 748.40 | £ 4,490.40 | C+DTC | SDA FR | | | Site Security | |
| 18.8.23 | BE Ames Ltd | | | Com bench plinth & installation | | | Contra | | | £ 527.00 | £ 105.40 | £ 632.40 | TC | SDA FR | | | Routine business/everyday running | |
| 11.8.23 | British Gas | | | Gas | | | Assembly Rooms - Gas - Budget | | | £ 49.84 | £ 2.49 | £ 52.33 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 7.7.23 | British Gas | | | Gas | | | Assembly Rooms - Gas - Budget | | | £ 74.99 | £ 3.74 | £ 78.73 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 7.7.23 | British Gas | | | Gas | | | Assembly Rooms - Gas - Budget | | | £ 138.45 | £ 6.92 | £ 145.37 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 6.9.23 | Business Stream | | | Drainage | | | Town Hall - Water - Budget | | | £ 62.52 | £ - | £ 62.52 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 27.9.23 | Business Stream | | | Drainage | | | The Greens - Water - Budget | | | £ 128.03 | £ - | £ 128.03 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 6.9.23 | M Coleman Arboricultural | | | Grounds maintenance | | | Departmental Budgets | | | £ 880.00 | £ 176.00 | £ 1,056.00 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 13.9.23 | Dover Town Council | | | Speakers day | | | Confederation Reserve Fund | | | £ 135.00 | £ - | £ 135.00 | TC | SDA FR | | | Routine business/everyday running | |
| 16.8.23 | EDF Energy | | | Electricity | | | Town Hall - Electricity - Budget | | | £ 392.22 | £ 19.61 | £ 411.83 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 26.9.23 | EDF Energy | | | Electricity | | | Town Hall - Electricity - Budget | | | £ 206.64 | £ 10.33 | £ 216.97 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 26.7.23 | FH&DC | | | By-election costs | | | Town Council Elections Reserve Fund | | | £ 554.43 | £ - | £ 554.43 | TC | SPAA | | | Statutory Costs | |
| 20.9.23 | Glasdon UK Ltd | | | Litter bin | | | Play & Misc Equip Res/THH - Budget | | | £ 618.52 | £ 123.70 | £ 742.22 | DTC | SDA FR | | | Routine business/everyday running | |
| 27.9.23 | Hythe Town Council | | | Civic/charity event | | | Mayor's Allowance | | | £ 20.00 | £ - | £ 20.00 | TC | SDA FR | | | Payable from Mayor's Allowance | |
| 6.9.23 | KALC | | | Councillor training | | | Councillor Training - Budget | | | £ 254.00 | £ 50.80 | £ 304.80 | DTC | SDA FR | | | Routine business/everyday running | |
| 20.9.23 | KCC | | | Printer/copiers | | | Office Equipment - Budget | | | £ 271.19 | £ 54.24 | £ 325.43 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 12.10.23 | Lydd Town Mayor's Ch Fund | | | Civic/charity event | | | Mayor's Allowance | | | £ 45.00 | £ - | £ 45.00 | TC | SDA FR | | | Payable from Mayor's Allowance | |
| 20.9.23 | MPR IT Solutions Ltd | | | IT support/VOIP phone system | | | IT Support/Phone - Budget | | | £ 401.00 | £ 80.20 | £ 481.20 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 20.9.23 | Newglass Ashford Ltd | | | Glazing | | | The Greens - R&M - Budget | | | £ 275.00 | £ - | £ 275.00 | TC | SDA FR | | | Health & Safety | |
| 20.9.23 | Playsafety Limited | | | Rospa inspections | | | Departmental Budgets | | | £ 281.00 | £ 56.20 | £ 337.20 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 6.9.23 | Rolfes DIY LLP | | | Maint mats/small tooling | | | Departmental Budgets | | | £ 99.52 | £ 19.92 | £ 119.44 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 9.8.23 | Rolfes DIY LLP | | | Maint mats/small tooling | | | Departmental Budgets | | | £ 73.79 | £ 14.78 | £ 88.57 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 11.9.23 | Shaw Rabson & Co | | | Management fees | | | THH - Management Fees - Budget | | | £ 63.00 | £ 12.60 | £ 75.60 | TC | SDA FR | | | Routine business/everyday running | |
| 28.9.23 | Veolia | | | Waste | | | Town Hall - Waste - Budget | | | £ 58.64 | £ 11.73 | £ 70.37 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 5.7.23 | Vision ICT Ltd | | | Website/email hosting | | | IT Support - Budget | | | £ 650.00 | £ 130.00 | £ 780.00 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 9.9.23 | BTM Travel & Trading Ltd | | | Office chair | | | Office Equipment - Budget | | | £ 41.66 | £ 8.33 | £ 49.99 | TC | SDA FR | | | Routine business/everyday running | |
| 10.9.23 | Amazon | | | File dividers | | | Printing & Stationery - Budget | | | £ 6.85 | £ 1.37 | £ 8.22 | TC | SDA FR | | | Routine business/everyday running | |
| 12.9.23 | Humphreys Garden Ltd | | | Tulip bulbs | | | Departmental Budgets | | | £ 29.96 | £ 5.99 | £ 35.95 | TC | SDA FR | | | Routine business/everyday running | |
| 17.9.23 | Amazon | | | Graffiti remover | | | FF Rd - Play/Gym Equip R&M - Budget | | | £ 13.74 | £ 2.74 | £ 16.48 | TC | SDA FR | | | Routine business/everyday running | |
| 1.9.23 | FH&DC | | | Non domestic rates | | | Assembly Rooms - Rates - Budget | | | £ 175.00 | £ - | £ 175.00 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 1.9.23 | FH&DC | | | Non domestic rates | | | Town Hall - Rates - Budget | | | £ 524.00 | £ - | £ 524.00 | TC | SPAA | | | Minute Ref: 385/2022-23 | |
| 13.9.23 | Net Salaries/B Mileage | | | Month 6 | | | Personnel/A&M - Budgets | | | £ 7,333.35 | £ - | £ 7,333.35 | TC+C | SDA FR | | | Routine business/everyday running | |
| 6.9.23 | Kent Pension Fund | | | Pension contributions M5 | | | Personnel - Budgets | | | £ 2,583.62 | £ - | £ 2,583.62 | TC+C | SDA FR | | | Routine business/everyday running | |
| 6.9.23 | HMR&C | | | Stat dedctions/contributions M5 | | | Personnel - Budgets | | | £ 1,846.54 | £ - | £ 1,846.54 | TC+C | SDA FR | | | Routine business/everyday running | |

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|----------|--------------------------|--|---------------------------------|--|-------------------------------------|------------|----------|------------|------|--------|-----------------------------------|
| 17.10.23 | Amazon | | Telescopic window cleaner | | Small Tooling/Consumables - Budget | £ 15.49 | £ - | £ 15.49 | TC | SDA FR | Routine business/everyday running |
| 27.10.23 | Amazon | | Plastic wallets | | Printing & Stationery - Budget | £ 9.16 | £ 1.84 | £ 11.00 | TC | SDA FR | Routine business/everyday running |
| 27.10.23 | Amazon | | Plastic matting pegs | | FF Rd - Play/Gym Equip R&M - Budget | £ 14.28 | £ 2.86 | £ 17.14 | TC | SDA FR | Routine business/everyday running |
| 7.11.23 | Amazon | | Fire alarm security box | | Assembly Rooms - R&M - Budget | £ 12.85 | £ 2.57 | £ 15.42 | TC | SDA FR | Routine business/everyday running |
| 30.11.23 | Amazon | | Stapler/staples/post it notes | | Printing & Stationery - Budget | £ 50.47 | £ 10.10 | £ 60.57 | TC | SDA FR | Routine business/everyday running |
| 30.11.23 | Amazon | | Clock | | Assembly Rooms - R&M - Budget | £ 9.66 | £ 1.93 | £ 11.59 | TC | SDA FR | Routine business/everyday running |
| 1.12.23 | Amazon | | Toilet Rolls | | A Rooms/T Hall - Budgets | £ 37.04 | £ 7.40 | £ 44.44 | TC | SDA FR | Routine business/everyday running |
| 20.12.23 | Ashford Outside Catering | | Xmas reception | | Festivities Reserve Fund | £ 1,275.00 | £ - | £ 1,275.00 | TC | SDA FR | Routine business/everyday running |
| 4.10.23 | BILT | | Block hire/maint materials | | Departmental Budgets | £ 440.65 | £ 88.13 | £ 528.78 | C+TC | SDA FR | Site Security/H&S |
| 13.11.23 | BILT | | Maintenance materials | | Departmental Budgets | £ 89.92 | £ 17.98 | £ 107.90 | TC | SDA FR | Routine business/everyday running |
| 20.10.23 | Branch Fire Limited | | Fire safety quip inspection | | Departmental Budgets | £ 253.50 | £ 50.70 | £ 304.20 | TC | SPAA | Minute Ref: 385/2022-23 |
| 25.10.23 | Britannia Safety Ltd | | Safety boots | | Workwear - Budget | £ 44.17 | £ 8.83 | £ 53.00 | TC | SDA FR | Routine business/everyday running |
| 11.10.23 | British Gas | | Gas | | Town Hall - Gas - Budget | £ 36.46 | £ 1.82 | £ 38.28 | TC | SPAA | Minute Ref: 385/2022-23 |
| 13.11.23 | British Gas | | Gas | | Town Hall - Gas - Budget | £ 109.98 | £ 5.49 | £ 115.47 | TC | SPAA | Minute Ref: 385/2022-23 |
| 11.10.23 | British Gas | | Gas | | Town Hall - Gas - Budget | £ 36.46 | £ 1.82 | £ 38.28 | TC | SPAA | Minute Ref: 385/2022-23 |
| 6.9.23 | British Gas | | Gas | | Assembly Rooms - Gas - Budget | -£ 49.84 | -£ 2.49 | -£ 52.33 | TC | SPAA | Minute Ref: 385/2022-23 |
| 6.9.23 | British Gas | | Gas | | Assembly Rooms - Gas - Budget | £ 41.51 | £ 2.07 | £ 43.58 | TC | SPAA | Minute Ref: 385/2022-23 |
| 6.9.23 | British Gas | | Gas | | Assembly Rooms - Gas - Budget | £ 31.52 | £ 1.57 | £ 33.09 | TC | SPAA | Minute Ref: 385/2022-23 |
| 6.9.23 | British Gas | | Gas | | Assembly Rooms - Gas - Budget | £ 30.33 | £ 1.51 | £ 31.84 | TC | SPAA | Minute Ref: 385/2022-23 |
| 28.11.23 | D Buckett | | Auditor | | Legal & Prof Fees - Budget | £ 979.70 | £ - | £ 979.70 | TC | SPAA | Minute Ref: 385/2022-23 |
| 6.12.23 | Business Stream | | Drainage | | Town Hall - Water - Budget | £ 33.15 | £ - | £ 33.15 | TC | SPAA | Minute Ref: 385/2022-23 |
| 3.11.23 | Business Stream | | Drainage | | Assembly Rooms - Water - Budget | £ 98.01 | £ - | £ 98.01 | TC | SPAA | Minute Ref: 385/2022-23 |
| 3.11.23 | Business Stream | | Drainage | | The Greens - Water - Budget | £ 143.41 | £ - | £ 143.41 | TC | SPAA | Minute Ref: 385/2022-23 |
| 21.12.23 | Castle Water | | Water supply | | Town Hall - Water - Budget | £ 12.89 | £ - | £ 12.89 | TC | SPAA | Minute Ref: 385/2022-23 |
| 21.11.23 | Castle Water | | Water supply | | Town Hall - Water - Budget | £ 4.72 | £ - | £ 4.72 | TC | SPAA | Minute Ref: 385/2022-23 |
| 21.12.23 | Castle Water | | Water supply | | The Greens - Water - Budget | £ 6.60 | £ - | £ 6.60 | TC | SPAA | Minute Ref: 385/2022-23 |
| 20.11.23 | Castle Water | | Water supply | | The Greens - Water - Budget | £ 6.82 | £ - | £ 6.82 | TC | SPAA | Minute Ref: 385/2022-23 |
| 20.12.23 | Castle Water | | Water supply | | The Greens - Water - Budget | £ 30.84 | £ - | £ 30.84 | TC | SPAA | Minute Ref: 385/2022-23 |
| 20.12.23 | Castle Water | | Water supply | | Assembly Rooms - Water - Budget | £ 38.06 | £ - | £ 38.06 | TC | SPAA | Minute Ref: 385/2022-23 |
| 20.11.23 | Castle Water | | Water supply | | Assembly Rooms - Water - Budget | £ 76.04 | £ - | £ 76.04 | TC | SPAA | Minute Ref: 385/2022-23 |
| 28.11.23 | Chubb Fire & Security | | Alarm system monitoring & maint | | Town Hall - Alarm System - Budget | £ 1,021.60 | £ 204.32 | £ 1,225.92 | TC | SPAA | Minute Ref: 385/2022-23 |
| 1.11.23 | M Coleman Arboricultural | | Grounds maintenance | | Departmental Budgets | £ 440.00 | £ 88.00 | £ 528.00 | TC | SPAA | Minute Ref: 385/2022-23 |
| 6.12.23 | M Coleman Arboricultural | | Grounds maintenance/tree works | | Departmental Budgets | £ 775.00 | £ 155.00 | £ 930.00 | TC | SPAA | Minute Ref: 385/2022-23 |
| 11.10.23 | Community Ad Web Ltd | | Recruitment advert | | Recruitment & Training Reserve Fund | £ 124.00 | £ 24.80 | £ 148.80 | TC | SDA FR | Routine business/everyday running |
| 20.11.23 | E&A Distribution Ltd | | Cloakroom tickets | | Festivities Reserve Fund | £ 17.96 | £ 3.59 | £ 21.55 | TC | SDA FR | Routine business/everyday running |

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|----------|-----------------------------|--|---------------------------------|---------------------------------------|--|------------|----------|------------|----|--------|-----------------------------------|--|
| 12.10.23 | Ecoheat PH Ltd | | Landlords gas safety inspection | Departmental Budget | | £ 50.00 | £ 10.00 | £ 60.00 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 26.9.23 | EDF Energy | | Electricity | Assembly Rooms - Electricity - Budget | | £ 79.48 | £ 3.97 | £ 83.45 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 25.10.23 | EDF Energy | | Electricity | Assembly Rooms - Electricity - Budget | | £ 81.71 | £ 4.09 | £ 85.80 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 23.11.23 | EDF Energy | | Electricity | Assembly Rooms - Electricity - Budget | | £ 89.10 | £ 4.46 | £ 93.56 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 6.10.23 | EDF Energy | | Electricity | The Greens - Electricity - Budget | | £ 59.85 | £ 2.99 | £ 62.84 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 25.10.23 | EDF Energy | | Electricity | Town Hall - Electricity - Budget | | £ 205.10 | £ 10.26 | £ 215.36 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 23.11.23 | EDF Energy | | Electricity | Town Hall - Electricity - Budget | | £ 229.23 | £ 11.46 | £ 240.69 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 6.12.23 | EDF Energy | | Electricity | Town Hall - Electricity - Budget | | £ 231.60 | £ 11.58 | £ 243.18 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 6.12.23 | Electrical Matters | | Lighting survey | Town Hall - Repairs & Maint - Budget | | £ 400.00 | £ - | £ 400.00 | TC | SDA FR | Health & Safety | |
| 3.10.23 | FH&DC | | Non domestic rates | Assembly Rooms - Rates - Budget | | £ 175.00 | £ - | £ 175.00 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 3.10.23 | FH&DC | | Non domestic rates | Town Hall - Rates - Budget | | £ 524.00 | £ - | £ 524.00 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 1.11.23 | FH&DC | | Non domestic rates | Assembly Rooms - Rates - Budget | | £ 175.00 | £ - | £ 175.00 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 1.11.23 | FH&DC | | Non domestic rates | Town Hall - Rates - Budget | | £ 524.00 | £ - | £ 524.00 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 1.12.23 | FH&DC | | Non domestic rates | Assembly Rooms - Rates - Budget | | £ 175.00 | £ - | £ 175.00 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 1.12.23 | FH&DC | | Non domestic rates | Town Hall - Rates - Budget | | £ 524.00 | £ - | £ 524.00 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 20.12.23 | Fort Products Ltd | | Bait boxes | A Rooms - Repairs & Maint - Budget | | £ 12.48 | £ 2.50 | £ 14.98 | TC | SDA FR | Routine business/everyday running | |
| 29.11.23 | Galaxy Wholesalers Ltd | | Notebooks | Printing & Stationery - Budget | | £ 10.81 | £ 2.12 | £ 12.93 | TC | SDA FR | Routine business/everyday running | |
| 13.12.23 | Reimbursement (Sainsbury's) | | Concert refreshments | Festivities Reserve Fund | | £ 111.28 | £ - | £ 111.28 | TC | SDA FR | Routine business/everyday running | |
| 22.11.23 | S J Harland & Co | | Christmas tree | Festivities Reserve Fund | | £ 125.00 | £ 25.00 | £ 150.00 | TC | SDA FR | Routine business/everyday running | |
| 6.12.23 | HCI Data Ltd | | Domain fee | IT Support - Budget | | £ 85.00 | £ 17.00 | £ 102.00 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 22.11.23 | invicta Arboriculture | | Tree inspections | Departmental Budgets | | £ 625.00 | £ - | £ 625.00 | TC | SDA FR | Health & Safety | |
| 28.11.23 | KALC | | Councillor training | Councillor Training - Budget | | £ 5.00 | £ 1.00 | £ 6.00 | TC | SDA FR | Routine business/everyday running | |
| 28.11.23 | KCC | | Printer/copiers | Office Equipment - Budget | | £ 70.93 | £ 14.19 | £ 85.12 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 12.12.23 | KCC | | Printer/copiers | Office Equipment - Budget | | £ 136.67 | £ 27.34 | £ 164.01 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 22.11.23 | Kent County Playing Fields | | Membership | Subscriptions - Budget | | £ 40.00 | £ - | £ 40.00 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 20.10.23 | Maidstone BC | | Civic/charity event | Mayor's Allowance | | £ 74.80 | £ - | £ 74.80 | TC | SDA FR | Payable from Mayor's Allowance | |
| 22.11.23 | Marshpat | | PAT testing | Departmental Budgets | | £ 154.00 | £ - | £ 154.00 | TC | SDA FR | Health & Safety | |
| 1.11.23 | Margate Charter Trustees | | Civic/charity event | Mayor's Allowance | | £ 56.00 | £ - | £ 56.00 | TC | SDA FR | Payable from Mayor's Allowance | |
| 1.11.23 | Margate Charter Trustees | | Civic/charity event | Mayor's Allowance | | £ 30.50 | £ - | £ 30.50 | TC | SDA FR | Payable from Mayor's Allowance | |
| 14.11.23 | Mayor of Faversham Charity | | Civic/charity event | Mayor's Allowance | | £ 95.00 | £ - | £ 95.00 | TC | SDA FR | Payable from Mayor's Allowance | |
| 4.10.23 | Mayoress of F'stone Charity | | Civic/charity event | Mayor's Allowance | | £ 10.00 | £ - | £ 10.00 | TC | SDA FR | Payable from Mayor's Allowance | |
| 20.10.23 | Mazars LLP | | Assurance review | Legal & Prof Fees - Budget | | £ 2,100.00 | £ 420.00 | £ 2,520.00 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 8.11.23 | Millennium Quest | | Chritmas lighting | Festive Lighting Reserve Fund | | £ 1,086.00 | £ 217.20 | £ 1,303.20 | TC | SDA FR | Routine business/everyday running | |
| 22.11.23 | Motive Interiors | | Town Hall aircon drawings | Admin & Misc - Budget | | £ 320.00 | £ - | £ 320.00 | TC | SDA FR | Health & Safety | |
| 26.10.23 | MPR IT Solutions Ltd | | IT support/VOIP phone system | IT Support/Phone - Budget | | £ 401.00 | £ 80.20 | £ 481.20 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 28.11.23 | MPR IT Solutions Ltd | | IT support/VOIP phone system | IT Support/Phone - Budget | | £ 401.00 | £ 80.20 | £ 481.20 | TC | SPAA | Minute Ref: 385/2022-23 | |
| 20.12.23 | MPR IT Solutions Ltd | | IT support/VOIP phone system | IT Support/Phone - Budget | | £ 401.00 | £ 80.20 | £ 481.20 | TC | SPAA | Minute Ref: 385/2022-23 | |

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|---|----------------------------|------------------------------|-------------------------------------|-------------------|------------------|-------------------|----|--------|-----------------------------------|
| 22.11.23 | Reimbursement (Tesco) | Xmas reception refreshments | Festivities Reserve Fund | £ 178.50 | £ - | £ 178.50 | TC | SDA FR | Routine business/everyday running |
| 9.11.23 | Reimbursement (Etsy) | Buckles | Uniform Reserve Fund | £ 77.91 | £ 7.08 | £ 84.99 | TC | SDA FR | Routine business/everyday running |
| 16.11.23 | OT Group Ltd | A4 paper | Printing & Stationery - Budget | £ 39.18 | £ 7.84 | £ 47.02 | TC | SDA FR | Routine business/everyday running |
| 13.12.23 | GeoXphere (Parish Online) | Subscription | Subscriptions - Budget | £ 150.00 | £ 30.00 | £ 180.00 | TC | SPAA | Minute Ref: 385/2022-23 |
| 27.10.23 | Plastoreg Smidt GmbH | Lever arch files | Printing & Stationery - Budget | £ 27.48 | £ 5.50 | £ 32.98 | TC | SDA FR | Routine business/everyday running |
| 14.11.23 | PPL/PRS Ltd | Licences | Admin & Misc - Budget | £ 146.16 | £ 29.23 | £ 175.39 | TC | SPAA | Minute Ref: 385/2022-23 |
| 24.10.23 | Prestige Paper | A3 paper | Printing & Stationery - Budget | £ 18.25 | £ 3.65 | £ 21.90 | TC | SDA FR | Routine business/everyday running |
| 6.12.23 | Rialtas Business Solutions | Staff training | Recruitment & Training Reserve Fund | £ 65.00 | £ 13.00 | £ 78.00 | TC | SDA FR | Routine business/everyday running |
| 12.10.23 | Rolfes DIY LLP | Maint mats/small tooling | Departmental Budgets | £ 158.84 | £ 26.98 | £ 185.82 | TC | SPAA | Minute Ref: 385/2022-23 |
| 8.11.23 | Rolfes DIY LLP | Maint mats/small tooling | Departmental Budgets | £ 95.03 | £ 19.01 | £ 114.04 | TC | SPAA | Minute Ref: 385/2022-23 |
| 20.12.23 | Rolfes DIY LLP | Maint mats/small tooling | Departmental Budgets | £ 248.13 | £ 49.65 | £ 297.78 | TC | SPAA | Minute Ref: 385/2022-23 |
| 10.10.23 | Shaw Rabson & Co | Management fees | THH - Management Fees - Budget | £ 63.00 | £ 12.60 | £ 75.60 | TC | SDA FR | Routine business/everyday running |
| 9.11.23 | Shaw Rabson & Co | Management fees | THH - Management Fees - Budget | £ 63.00 | £ 12.60 | £ 75.60 | TC | SDA FR | Routine business/everyday running |
| 11.12.23 | Shaw Rabson & Co | Management fees | THH - Management Fees - Budget | £ 63.00 | £ 12.60 | £ 75.60 | TC | SDA FR | Routine business/everyday running |
| 12.10.23 | S H Bureau Ltd | Payroll outsourcing | Payroll Outsourcing - Budget | £ 100.80 | £ 20.16 | £ 120.96 | TC | SPAA | Minute Ref: 385/2022-23 |
| 11.10.23 | Sounds Wholesale Ltd | A4 paper | Printing & Stationery - Budget | £ 42.06 | £ 8.42 | £ 50.48 | TC | SDA FR | Routine business/everyday running |
| 13.12.23 | Stationery Express UK Ltd | Mayoral Christmas cards | Mayor's Allowance | £ 107.00 | £ 21.40 | £ 128.40 | TC | SDA FR | Payable from Mayor's Allowance |
| 20.11.23 | Thomas & Anca Supplies Ltd | Tombola drum | Admin & Misc - Budget | £ 65.82 | £ 13.17 | £ 78.99 | TC | SDA FR | Routine business/everyday running |
| 3.10.23 | Tool Chimp Ltd | Padlock | The Greens - R&M - Budget | £ 83.69 | £ 16.74 | £ 100.43 | TC | SDA FR | Site Security |
| 14.11.23 | Trimming Shop Group Ltd | Elastic | Uniform Reserve Fund | £ 3.32 | £ 0.67 | £ 3.99 | TC | SDA FR | Routine business/everyday running |
| 2.10.23 | Trooli | Internet provider | Phone/Internet - Budget | £ 50.00 | £ 10.00 | £ 60.00 | TC | SPAA | Minute Ref: 385/2022-23 |
| 31.10.23 | Trooli | Internet provider | Phone/Internet - Budget | £ 50.00 | £ 10.00 | £ 60.00 | TC | SPAA | Minute Ref: 385/2022-23 |
| 30.11.23 | Trooli | Internet provider | Phone/Internet - Budget | £ 50.00 | £ 10.00 | £ 60.00 | TC | SPAA | Minute Ref: 385/2022-23 |
| 14.11.23 | Value Products Ltd | Flood signage | Admin & Misc - Budget | £ 294.60 | £ 58.92 | £ 353.52 | TC | SDA FR | Health & Safety |
| 30.10.23 | Veolia | Waste | Town Hall - Waste - Budget | 87.96 | 17.59 | 105.55 | TC | SPAA | Minute Ref: 385/2022-23 |
| 28.11.23 | Veolia | Waste | Town Hall - Waste - Budget | £ 58.64 | £ 11.73 | £ 70.37 | TC | SPAA | Minute Ref: 385/2022-23 |
| 9.10.23 | Viaan Enterprises Ltd | Wall planner | Printing & Stationery - Budget | £ 6.41 | £ 1.28 | £ 7.69 | TC | SDA FR | Routine business/everyday running |
| 13.12.23 | Wicksteed Leisure Ltd | Play equipment parts | FF Rd - Play/Gym Equip R&M - Budget | £ 70.74 | £ 14.15 | £ 84.89 | TC | SDA FR | Health & Safety |
| 20.10.23 | Winchelsea Corporation | Civic/charity event | Mayor's Allowance | £ 105.00 | £ - | £ 105.00 | TC | SDA FR | Payable from Mayor's Allowance |
| 22.11.23 | Reimbursement (TKMax) | Shoes | Uniform Reserve Fund | £ 34.98 | £ - | £ 34.98 | TC | SDA FR | Routine business/everyday running |
| 6.12.23 | Amazon | Office chair | Office Equipment - Budget | £ 99.15 | £ 19.83 | £ 118.98 | TC | SDA FR | Routine business/everyday running |
| | | | | <u>£42,652.10</u> | <u>£4,008.89</u> | <u>£46,660.99</u> | | | |
| <i>Prepared By: Mrs C T Morris BSc (Hons)</i> | | <i>MAAT 9th January 2024</i> | | | | | | | |

Schedule of Transfers Between Town Council Bank Accounts

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|----------|--|-------------|---|
| 11.10.23 | Nat West Current Account to Lloyds Current Account | £ 85,000.00 | Cheque no: 009964 RFO & Chairman (to allow online payments) |
| 01.11.23 | Nat West Current Account to Lloyds Current Account | £ 50,000.00 | Cheque no: 009965 RFO Financial Regs |
| 15.11.23 | Nat West Current Account to Lloyds Current Account | £ 50,000.00 | Cheque no: 009966 RFO Financial Regs |
| 22.11.23 | Nat West Current Account to Lloyds Current Account | £ 50,000.00 | Cheque no: 009967 RFO Financial Regs |
| 29.11.23 | Nat West Current Account to Lloyds Current Account | £ 50,000.00 | Cheque no: 009968 RFO Financial Regs |
| 11.12.23 | Nat West Current Account to Lloyds Current Account | £ 50,000.00 | Cheque no: 009969 RFO Financial Regs |
| 10.01.24 | Nat West Current Account to Lloyds Current Account | £ 50,000.00 | Cheque no: 009970 RFO Financial Regs |
| 23.08.23 | Lloyds Current Account to Lloyds Online Instant Access Account | £250,000.00 | Online T/F RFO, Chairman & F&GP Chairman |
| 23.08.23 | Lloyds Current Account to Lloyds Online Instant Access Account | £250,000.00 | Online T/F RFO, Chairman & F&GP Chairman |
| 10.01.24 | Lloyds Current Account to Lloyds Online Instant Access Account | £250,000.00 | Online T/F RFO, Chairman & F&GP Chairman |
| 10.01.24 | Lloyds Current Account to Lloyds Online Instant Access Account | £250,000.00 | Online T/F RFO, Chairman & F&GP Chairman |

AGENDA ITEM 9(i).

RFO's Report – F&GP Meeting on 17th January 2024

Actions completed since the F&GP Committee meeting held on 20th September 2023:

- (i) NRIB have been advised of the Town Council's decision (*Minute Ref: 227/2023-24 refers*).

Other Matters of Report:

- (i) In order to benefit from increased interest rates being offered, funds as per the schedule presented under Agenda item 8(iii). have been transferred into a Lloyds Bank Online Instant Access account – The Terms & Conditions of the aforementioned account are available to view, by appointment, at the Town Hall.
- (ii) A communication, regarding changes to paper services, has been received from Nat Lloyds Bank (Attached hereto*).

This concludes my report – RFO 10th January 2024

September 2023



LLOYDS BANK

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



Lloyds Bank plc
Business Banking
PO Box 1000
BX1 1LT

Soon we'll move some business accounts from post to paper-free

We're trying to reduce how much paper we use and we hope you'll help us. So, we'll be moving statements and invoices for your business current and savings accounts shown on the back of this letter to paper-free if you don't opt out by **20 November 2023**. You can always switch back to paper if you decide it's not right for your business.

Your business' statements and invoices will be safe and secure in your digital inbox

When we move these accounts to paper-free, we'll send your statements and invoices to your business' Online for Business digital inbox instead of by post. They'll be safely stored there and will be in a PDF or similar format so you can view, download and print them. We'll send your business an email to let you know they're there.

Check your business' email address on Online for Business is correct

Because we'll email you every time we send something to your digital inbox, you should check the email address we have for your business is correct. I've enclosed a Guide which explains how to do this on Online for Business. Please ask a Full Access User from your business to do this as only they are able to change email address details.

How to opt out and keep getting post

If you'd rather continue to receive statements and invoices by post, please let us know using one of the options below:

- **To opt out some or all of your accounts listed on the back of the letter** – log on to Online for Business and follow the support in the enclosed Guide to choose which accounts you want to keep receiving statements and invoices for by post.
- **To opt out all your accounts** – we'll be sending you an email that includes an 'opt out' link around 27 September 2023. If you want to continue receiving statements and invoices for all your accounts by post, simply click the link in the email and then confirm you're happy to opt out.

Check you're ready to go paper-free

- See which accounts are going paper-free from 29 November 2023 on the back of this letter
- Make sure we have the right email address for your business

To keep getting statements and invoices by post, opt out by 20 November 2023

- 🔑 Log on to Online for Business and choose the accounts you want to opt out
- 📧 Or look out for our emails with a link you can click on to opt out. We'll send the first one around 27 September 2023

Turn over for more details



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BUSINESS BANKING

If you don't opt out by 20 November 2023 and you keep your accounts open, we'll take it to mean you agree to your accounts moving to paper-free. You can find our paper-free terms and conditions at lloydsbank.com/business/paper-free-terms

We may still contact you by post about your accounts

Your statements and invoices will be going paper-free, but we'll still contact you by post about your accounts.

Please keep this letter and information for your records and share with anyone else in your business that needs to be aware of these changes.

Yours sincerely



Managing Director, Accounts and Deposits
Cash Management and Payments

Your accounts that are going paper-free

If you don't opt-out by 20 November 2023 we'll move your accounts listed below to paper-free on 29 November 2023.

| Account name | Sort code | Account ending | How we currently contact you | | How we'll contact you from 29 November 2023 | |
|---|-----------|----------------|------------------------------|--------------------------|---|--------------------------|
| | | | Statements and invoices | Letters (Correspondence) | Statements and invoices | Letters (Correspondence) |
| Treasurer's Account | 30-92-90 | 1868 | Post | Post | Paper-free | Post |
| Business Banking Instant Access Account | 30-92-90 | 7460 | Post | Post | Paper-free | Post |

We'll send statements and invoices for these accounts paper-free, but we'll still send you some documents by post.

£



Managing costs and uncertainty

We know that rising costs and the impact it has on businesses can be tough. For support visit lloydsbank.com/managing-business-costs

✓ Our Service Promise

If you experience a problem, we will always try to resolve it as quickly as possible. Please bring it to the attention of any member of staff. Our complaints procedures are published on our 'Help & Support pages' at: lloydsbank.com/business/help-and-support/account-management/make-a-complaint

👥 If you need extra help

If your vision is impaired – please contact us for an alternative format such as Braille, large print or audio.

If your hearing or speech is impaired – you can use the Relay UK Service. More information on the Relay UK Service can be found at: relayuk.bt.com/

📞 If you need to tell us something

When you call us – your call may be monitored or recorded in case we need to check we have carried out your instructions correctly and to help improve our quality of service.

🔍 Things you need to know

Online for Business registration required. Occasionally we may need to carry out essential maintenance, resulting in some interruption to service.

Fair lending - we adhere to the Standards of Lending Practice which are monitored and enforced by the LSB: www.lendingstandardsboard.org.uk

Keeping your money protected – Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.



Protected

Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone Number 0207 626 1500. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278. This information is correct as of September 2023 and is relevant to Lloyds Bank plc products and services only.

Guide to getting ready for paper-free



Paper-free is a safe and secure way to receive information about your business current and savings accounts electronically. We've explained in more detail below what we'd like you to check and how paper-free works.

If you're happy for your business to go paper-free

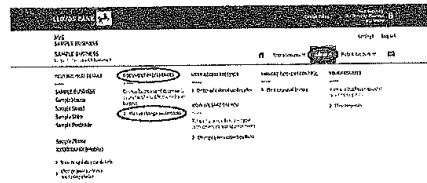
We'll move your accounts to paper-free on **29 November 2023** so before then check we have the right email address for your business. When you go paper-free we'll use the email address we have for your business to let you know you have information in your digital Inbox, so it's important that this is an email address you use.

We'll send you a final reminder about going paper-free by email, so please check we have the right email address for you before then.

To check and update your email address:

- Log on to Online for Business.
- Open the 'Admin' menu.
- Select 'Document Preferences'.
- Then select 'View or change preferences'.

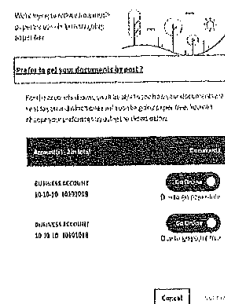
Only Full Access Users for your business will be able to change your business' email address.



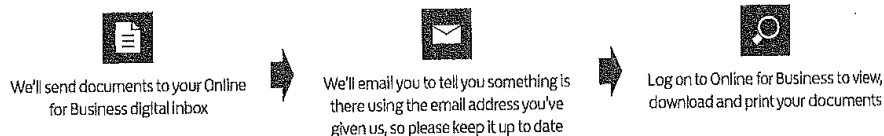
To opt out and keep getting post

If you'd rather we carry on contacting you by post for the accounts we've listed on the back of your letter, please opt out by 20 November 2023 using one of the options below.

- Ask a Full Access User to log on to Online for Business.
- Once logged on, open the 'Admin' menu, go to 'Document Preferences' and select 'View or change preferences'.
- Select which accounts you would like to keep receiving statements and invoices for by post and which you are happy to move to paper-free.
- Or look out for our emails that include an 'opt out' link you can click on to tell us you don't want your accounts to go paper-free. If you opt out, you'll continue to receive statements and invoices for all the listed accounts by post. The first email will be sent around 27 September 2023.



Your digital inbox - how it works



- You can access your digital inbox by clicking on the 'envelope' in the menu bar in Online for Business.
- Your statements and invoices will be displayed in there as PDFs or similar format and look the same as those you receive in the post.
- We'll never change any of the documents we hold for you in your digital inbox.
- They'll be available in your inbox for 10 years from the date they were sent.
- You can view, download and print them if you ever want a paper copy in the future.

If you want to go back to paper after 29 November 2023

If you give it a go and decide it's not right for your business, you can change your contact preferences by logging on to Online for Business. Open the 'Admin' menu, go to 'Document Preferences' and select 'View or change preferences'.

RFO's Maintenance Report – F&GP Meeting on 17th January 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

- Higher Elevation attended site to rectify stairlift teething issues.
- Remedial decoration works, following replacement of ground floor central heating system, commenced by Parish Caretaker.
- New bolt on main front door installed by Parish Caretaker.
- Meeting room walls painted by Parish Caretaker.

In hand:

- Replacement of existing lighting and installation of a new consumer board.
- Provision of air conditioning in the Council Chamber (survey carried out, drawings received – Planning application to be submitted).
- Provision of heating for Mayor's Parlour.

(ii) Town Hall House and Outbuilding

- Repairs to leaking radiator carried out by Aquaheat Ashford Ltd.
- Repairs to leaking toilet cistern carried out by Parish Caretaker.
- Draft excluders, to back door, fitted by Parish Caretaker.
- First coat of paint to new plaster applied by Parish Caretaker.

In hand:

- Installation of conservation roof light.

(iii) Town Hall Garden

- Stripping off and reseeded an area of lawn carried out by Parish Caretaker.
- Tree inspection carried out by Invicta Arboriculture.
- Emergency box prepared by Parish Caretaker.

In hand:

- None.

(iv) Public Clock

- None.

In hand:

- None.

(v) Assembly Rooms

- Repair works to front external wall carried out by B E Ames Ltd.
- Tree inspection carried out by Invicta Arboriculture.

In hand:

- None.

(vi) Community Hall (Nursery)

- Replacement of toilet flushing mechanism carries out by Parish Caretaker.

In hand:

- None.

(vii) Maude Pavilion & Sports Field

- Tree inspection carried out by Invicta Arboriculture.

In hand:

- Replacement of missing/broken roof tiles.
- Anti-vandal paint and associated signage has been purchased and is to be applied/fitted by the Parish Caretaker.

(viii) Fairfield Road Recreation Ground

- Tree inspection carried out by Invicta Arboriculture.
- Repairs to matting carried out by Parish Caretaker.
- Repairs to slide unit carried out by Parish Caretaker.

In hand:

- Routine maintenance works to play equipment.

(ix) The Greens / Hut & Winch Site

- The Greens vehicular access gate padlock replaced by Parish Caretaker (keys lost by user - costs re-charged).
- Hut & Winch site vehicular access gate padlock replaced by Parish Caretaker.
- Refurbishment and refitting of signage carried out by the Parish Caretaker.

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.
- Strimming of interior pathways/boundary perimeter carried out by M Coleman Arboricultural Service *NB: Parish Caretaker currently unable to carry out these works due to staff shortages.*
- Removal of large fallen tree branch (leaning across boundary fence onto adjacent tree nursery).

In hand:

(xi) Flagstaff Land

- Tree inspection carried out by Invicta Arboriculture.
- Hedge cutting carried out by Parish Caretaker.

In hand:

- Perimeter bollard gold banding (ongoing).
- Research in respect of replacement 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.
- Bollard sited on corner of grassed area by Parish Caretaker (to mitigate the risk of vehicular ingress).
- Hedges cut and summer bedding plants removed by the Parish Caretaker.

In hand:

- None.

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

- Town Christmas tree sited and subsequently removed and disposed of by Parish Caretaker with assistance from M Coleman Arboricultural Services.

In hand:

- Re-siting of street furniture.

(xv) Vandalism / Antisocial Behaviour

- None.

(xvi) Miscellaneous

- Installation of Town Trail plaques and signboards carried out by BE Ames Ltd.
- Installation of Town Trail information boards carried out by C. Jones & Son Ltd.
- Damaged Town Trail plaque repaired by Parish Caretaker.
- Spraying of Christmas tree stars carried out by Parish Caretaker.

In hand:

- Installation of final Town Trail plaque.

This concludes my maintenance report – RFO 10th January 2024

BEAMES LTD

BUILDERS & DECORATORS

Unit 1A Cinque Ports Road, Mountfield Industrial Estate
New Romney, Kent TN28 8LJ
Telephone: 01797 344241 Email: office@beamesltd.co.uk



ESTIMATE

[REDACTED]
[REDACTED]
New Romney Town Council
Town Hall, High Street
NEW ROMNEY, Kent
TN28 8BT

rfo@newromney-tc.gov.uk

5 December 2023

Dear [REDACTED]

RE: ANNUAL ROOF AND RAINWATER GOODS INSPECTIONS – 2023/2024

We have pleasure in submitting our estimate for the following works:-

Town Hall

To Provide labour, plant and material to gain access to inspect roof tiles, flashings and rainwater goods, excluding front parapet gutter and clean out same as necessary.
Cart away all arisings.

| | |
|------------------|------------------|
| FOR THE SUM OF:- | £920.00 |
| PLUS VAT @ 20% | <u>£184.00</u> |
| | <u>£1,104.00</u> |

Town Hall House

To Provide labour, plant and material to inspect roof, flashings, rainwater goods, especially area between Town Hall House and New Inn.
Clean out valley and outlet.
Replace up to 10 No plain Old Keg Peg roof tiles.
Cart away all arisings.

| | |
|------------------|----------------|
| FOR THE SUM OF:- | £188.00 |
| PLUS VAT @ 20% | <u>£37.60</u> |
| | <u>£225.60</u> |

Assembly Rooms

To Provide labour, plant and material to inspect roof tiles, rainwater goods, valleys cleaning off same as necessary.
Replace up to 10 No plain Old Keg Peg roof tiles.
Cart away all arisings.

FOR THE SUM OF:-
PLUS VAT @ 20%

£356.00

£71.20

£427.20

Community Hall

To Provide labour, plant and material to clean out all box gutters and downpipes and cart away all arisings.
Inspect roof cladding and report any defects.

FOR THE SUM OF:-
PLUS VAT @ 20%

£136.00

£27.20

£163.20

Maude Pavilion

To Provide labour, plant and material to inspect roof tiling.
Clean out rainwater goods.
Replace up to 10 No roof tiles.
Report any other defects found.

FOR THE SUM OF:-
PLUS VAT @ 20%

£188.00

£37.60

£225.60

We trust this estimate will meet with your requirements but should you have any queries please do not hesitate to contact me.

Yours sincerely





Director

M. COLEMAN
ARBORICULTURAL SERVICE

Greatstone,
Kent. TN28 8SF

Tel: 01797 369040

Mowing/ Fencing/Turfing
(Commercial & Domestic)
Chestnut Products,
Licensed Sprayer
Hedges & Tree Works

New Romney Town Council
Town Hall
High Street
New Romney
Kent
Date: 09/09/2023

Summary of the 2024-2025 & 2026 Maintenance Contract

Let me start by thanking New Romney town Council for yet another 3 years successful contract undertaking your maintenance works and as a long standing contractor for you over the last 20+ years I would like to point out a few of the benefits of our terms, pricing and year on year working relationship.

Firstly, we will continue to do a 15% discount on our retail pricing for all tree works and fencing as we have done over the years for you subject to the complete grass cutting contract. *

We will continue to regularly stay in contact with the council and ^{RMLP/KWT} in regards to wild flowers and sensitive areas as we do every year as standard to ensure the correct areas are maintained correctly as instructed by yourself.

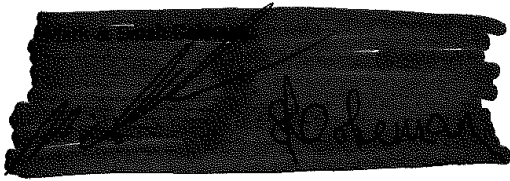
Although it is not expected from yourself, we would like to continue to offer you 24 hr call out on trees, storm damage etc should we be able to help in the event of an emergency.

We will also continue to keep an eye on all the areas as standard and report things to the council if we should notice anything just as we have done for many years,

I have priced all the areas the same as I have done for many years and this is based on the service and level I know the council and residents expect from this contract and try to give good local value for money to yourself over many years and feel we have tried to do this while maintaining a high level of work.

We certainly look forward to working with you for many years to come

All the Best

A large black rectangular redaction box covers the signature area. The name "J. Cohen" is faintly visible through the redaction.

M. COLEMAN ARBORICULTURAL SERVICE

[REDACTED]
[REDACTED]
Greatstone,
Kent. TN28 8SF

Tel: 01797 369040
[REDACTED]

Mowing/ Fencing/Turfing
(Commercial & Domestic)
Chestnut Products,
Licensed Sprayer
Hedges & Tree Works

New Romney Town Council
Town Hall
High Street
New Romney
Kent
Date: 09/09/2023

Ref: 2024-2025 & 2026 The Greens all areas Grounds Maintenance Contract.

To carry out grass cutting and strimming every 3 weeks as required.
To liaise with Mr Owen Leyshon (as we have done for many years on your behalf) with regards to the wild flowers.
To collect litter where possible so the mowers do not spread it everywhere.

To alert New Romney Town Council if we should happen to notice any dangers while carrying out the works.

FOR THE SUM OF: -

Monthly Payment 12 Instalments @ £195 + VAT

Yearly Sum of £2340 + VAT

A copy of all insurances are already held by New Romney Council for all the other areas in which we maintain for you however further copies are always available upon request.

Should you have any questions regarding the above please do not hesitate to contact me

Many thanks'

[REDACTED]

M.COLEMAN ARBORICULTURAL SERVICE

Greatstone,
Kent, TN28 8SF

Tel: 01797 369040

Mowing/ Fencing/Turfing
(Commercial & Domestic)
Chestnut Products,
Licensed Sprayer
Hedges & Tree Works

New Romney Town Council
Town Hall
High Street
New Romney
Kent
Date: 09/09/2023

Ref: 2024-2025 & 2026 Flag Staff Lands Grounds Maintenance Contract.

To carry out grass cutting and strimming every 2 weeks as required.

To collect litter where possible so the mowers do not spread it everywhere.

To alert New Romney Town Council if we should happen to notice any dangers while carrying out the works.

FOR THE SUM OF: -

Monthly Payment 12 Instalments @ £62.00 + VAT

Yearly Sum of £744 + VAT

A copy of all insurances are already held by New Romney Council for all the other areas in which we maintain for you however further copies are always available upon request.

Should you have any questions regarding the above please do not hesitate to contact me

Many thanks'

M. COLEMAN ARBORICULTURAL SERVICE

[REDACTED]
[REDACTED]
Greatstone,
Kent. TN28 8SF

Tel: 01797 369040
[REDACTED]

Mowing/ Fencing/Turfing
(Commercial & Domestic)
Chestnut Products,
Licensed Sprayer
Hedges & Tree Works

Town Hall
High Street
New Romney
Kent
Date: 09/09/2023

Ref: 2024-2025 & 2026 Grounds Maintenance Contract at Fair Field Park

To carry out grass cutting and strimming every 2 weeks from March – November (allowing flexibility due to weather and growth patterns).
Strimming and Path way clearance with each cut.
To carry out general Maintenance to Shrubs as required throughout the season.

To collect litter where possible so the mowers do not spread it everywhere.
To alert St Martins Field Charity if we should happen to notice any dangers while carrying out the works.

FOR THE SUM OF: -

Monthly Payment 12 Instalments @ £140.00 + VAT

Yearly Sum of £ 1680+ VAT

A copy of all insurances are already held by New Romney Council for all the other areas in which we maintain for you however further copies are always available upon request.

Should you have any questions regarding the above please do not hesitate to contact me

Many thanks'

[REDACTED]

Here's your quote from Landscape Services!

Thank you for allowing us the opportunity to quote our services for your site. Please find, enclosed within this pack, a detailed quote confirming the requirements, costs and recommended frequencies for the work discussed.

Landscape Services is both CHAS and BALI accredited, and compliant in ISO 9001 and 14001. All staff undertake DBS checks and are fully conversant with working in and around organisations working with vulnerable and/or young persons. We are a recognised supplier to the MoD, emergency services, schools, academies, parish councils, community groups, housing associations and local authorities.

If you have any questions or would like to discuss further, please don't hesitate to contact me. You can find a copy of our standard Terms and Conditions here:

<https://landscapeservices.co.uk/media/alcfunxn/terms-and-conditions.pdf>


Grounds Maintenance Contract Manager



 [www.landscapeservices.co.uk /](http://www.landscapeservices.co.uk/)
 [company/landscape-services-org /](https://company/landscape-services-org/)
 LandscapeServicesKent
 @LandscapeLSKent

Contract Specifications

Fairfield Road Recreation Ground

1. Gang mowing on 16 occasions.
2. Back up mowing on 16 occasions.
3. Strimming Obstacles / Play Equipment on 16 occasions.
4. Apply Chemical to paths on 4 occasions.

24/25

Year 1

£682.56

£682.56

£682.56

£170.64

2218.32

The Greens - All Areas

1. Mowing of grass on 16 occasions.
2. Strimming around obstacles on 16 occasions.

£2047.68

£1877.04

3924.72

Flagstaff Lane - Littlestone Road

1. Grass cutting on 16 occasions.
2. Strimming around obstacles on 16 occasions.

£682.56

£682.56

1365.12

Contract Specifications

Four Year Agreement Option

Yr 1 Yr 2 Yr 3 Yr 4
13.24 13.25 13.26 13.27
31.3.25 31.3.26 31.3.27 31.3.28

| Four Year Agreement | 2024 | 2025 | 2026 | 2027 |
|--|------------|------------|------------|------------|
| Fairfield | | | | |
| Gang Mowing | £ 682.56 | £ 737.16 | £ 796.14 | £ 859.83 |
| Back up Triple Mowing | £ 682.56 | £ 737.16 | £ 796.14 | £ 859.83 |
| Strimming Obstacles | £ 682.56 | £ 737.16 | £ 796.14 | £ 859.83 |
| Apply Chemical to paths | £ 170.64 | £ 184.29 | £ 199.03 | £ 214.96 |
| The Greens | | | | |
| Triple Mowing | £ 2,047.68 | £ 2,211.49 | £ 2,388.41 | £ 2,579.49 |
| Strimming Obstacles | £ 1,877.04 | £ 2,027.20 | £ 2,189.38 | £ 2,364.53 |
| Flag staff Land Princess Diana Memorial | | | | |
| Grass Cutting | £ 682.56 | £ 737.16 | £ 796.14 | £ 859.83 |
| Strimming Obstacles | £ 682.56 | £ 737.16 | £ 796.14 | £ 859.83 |

AGENDA ITEM 11(iii).

Church Lane

| | | |
|---|----------|---------|
| 1. Year 1 ditch maintenance to include litter picking, remove silt to a depth of 20-30cm. To cut any new shrub growth . To check grating by allotment entance and clear any obstructions. | £1706.40 | 1706.40 |
| 2. Year 2 ditch maintenance including litter picking ditch, checking gratings for debris, and cutting back. | £1023.84 | |
| 3. Year 3 ditch maintenance including litter picking ditch, checking gratings for debris, and cutting back. | £1023.84 | |
| 4. Year 4 ditch maintenance including litter picking ditch , checking gratings for debris, and cutting back. | £1023.84 | |

Version: 161221



Church Lane Ditch By Allotment

| | | | | | |
|--|-------------------|-------------------|-------------------|--------------------|--|
| Year 1 Maintenance of the church Lane Ditch | £ 1,706.40 | | | | |
| Year 2 to 4 Maintenance of the church Lane Ditch | | £ 1,023.84 | £ 1,105.75 | £ 1,194.21 | |
| Totals | £ 9,214.56 | £ 9,132.65 | £ 9,863.27 | £ 10,652.33 | |

OSTRIDGE
CONTRACTORS LTD

PHONE: 07932 611 900 / 07944 066 846
EMAIL: OSTRIDGECONTRACTORS@GMAIL.COM

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

7th December 2023

Estimate – Church Lane Ditch Management

To supply 9 tonne 360° excavator and operator. Supplied with tree shear, flail mower, weedbasket and bucket attachments.
To supply 9 tonne dumper and operator.

To remove fence and reinstall upon completion of works. Heras fencing will be temporarily installed at gates to secure site.
To clear any litter from ditch, this will be removed from site and taken to licensed tip.
To use shear to cut all trees on roadside bank, all trees in ditch channel and all necessary overhanging limbs. Timber from these works will be transported to neighbouring land to be burnt.
To flail both banks to clear vegetation.
To cut and clear vegetation in channel using weedcutting basket if necessary.
To dredge approximately 40m ditch, excavating 200mm-300mm from ditch bed. Spoil will be transported to designated tip at south east end of ditch run.
To check integrity of culvert and if necessary clear using drain rods.

All plant, transport, labour, signage/cones/barriers and necessary health and safety equipment is included.

Estimate total -

£ 3450.00
Plus VAT at 20%



75 POTTINGFIELD ROAD, RYE, EAST SUSSEX, TN31 7BN
VAT REGISTRATION NUMBER: 303 2028 65
COMPANY NUMBER: 11079050

OSTRIDGE
CONTRACTORS LTD
PHONE: 07932 611 900 / 07944 066 846
EMAIL: OSTRIDGECONTRACTORS@GMAIL.COM

Notes

- All Ostridge Contractors Ltd's operators are experienced and carry valid NPORS qualifications.
- Ostridge Contractors Ltd are registered Environment Agency Waste Carriers – Reg No. CBDU508509
- Please see terms and conditions below. Please sign and return. Alternatively, should your company issue a Purchase Order Number this assumes agreement and compliance of Ostridge Contractors Ltd's Terms and Conditions.

Terms and Conditions

- Ostridge Contractors Ltd will issue an invoice upon completion of works. Payment is due upon receipt of invoice.
- All plant, transport, fuel, labour, H&S provisions and materials (unless otherwise stated) is included.
- RAMS for the listed works will be provided by Ostridge Contractors Ltd. A copy is available upon request.
- This estimate is based upon prices as of December 2023. This may require recalculating nearer to the time of the proposed works.
- Should there be a rise in the cost of fuel; Ostridge Contractors Ltd reserve the right to request a review of the agreed rate to reflect the increased cost.
- Should there be any additional costs encountered or additional work requested throughout these works, these will be calculated, estimated and approved prior to being carried out.

Please print name, sign and date below. Please send a completed copy of this agreement to ostridgecontractors@gmail.com or alternatively post to 75 Pottingfield Road, Rye, East Sussex, TN31 7BN.

By signing this agreement you are confirming approval of this estimate and the above terms, in doing so you are authorising commencement of this work and the undersigned agrees to pay the above amount when requested.

Print name:

Signature:

Date:

75 POTTINGFIELD ROAD, RYE, EAST SUSSEX, TN31 7BN
VAT REGISTRATION NUMBER: 303 2028 65
COMPANY NUMBER: 11079050

Redacted

M.COLEMAN ARBORICULTURAL SERVICE

[Redacted]

[Redacted]

Greatstone,
Kent. TN28 8SF

Tel: 01797 369040

[Redacted]

Mowing/ Fencing/Turfing
(Commercial & Domestic)
Chestnut Products,
Licensed Sprayer
Hedges & Tree Works

New Romney Town Council
Town Hall
High Street
New Romney
Kent
Date: 09/09/2023

Ref: 2024-2025 & 2026 Allotments Grounds Maintenance Contract.

To carry out grass cutting and strimming every 3 weeks as required at times that are instructed that suit yourself.

Price is per cut as [Redacted] will try to do this contract but this will enable us to step in as required.

FOR THE SUM OF: £65.00 plus VAT

A copy of all insurances are already held by New Romney Council for all the other areas in which we maintain for you however further copies are always available upon request.

Should you have any questions regarding the above please do not hesitate to contact me
Many thanks'

[Redacted]

[Redacted]

Total Tree Works: £8,270.00

M.COLEMAN
ARBORICULTURAL SERVICE

[REDACTED]
[REDACTED]
Greatstone,
Kent. TN28 8SF

Tel: 01797 369040
[REDACTED]

Mowing/ Fencing/Turfing
(Commercial & Domestic)
Chestnut Products,
Licensed Sprayer
Hedges & Tree Works

New Romney Town Council
Town Hall
High Street
New Romney
Kent

Ref: Sports Field : PLEASE SEE YOUR TREE REPORT FOR TREE IDENTIFICATION.

Date: 15/12/2023

With reference to your recent request, I now have pleasure in submitting my quotation,

Tree number 1 –Aspen Poplar 12m –

Fell to ground level and reinstate with top soil.

Tree number 2 - Aspen Poplar 12m –

Fell to ground level, grind out stump and reinstate with top soil.

G3 – Mature Willow – 12m

Re-pollard all trees back to the original pollarding points between two and three metres above ground level from the new development fencing Approx 20 trees .

To remove all waste from site.

| | |
|----------------|----------|
| FOR THE SUM OF | £4030.00 |
| VAT | £806.00 |
| TOTAL | £4836.00 |

Should you have any questions regarding the above please do not hesitate to contact us.

Many Thanks'



M.COLEMAN ARBORICULTURAL SERVICE

Greatstone,
Kent. TN28 8SF

Tel: 01797 369040

Mowing/ Fencing/Turfing
(Commercial & Domestic)
Chestnut Products,
Licensed Sprayer
Hedges & Tree Works

New Romney Town Council
Town Hall
High Street
New Romney
Kent

Ref: Fairfield Park : PLEASE SEE YOUR TREE REPORT FOR TREE IDENTIFICATION.

Date: 15/12/2023

With reference to your recent request, I now have pleasure in submitting my quotation,

Tree number 1 – Mature Norway Maple 10m

Fell to ground level, grind out stump and re-instate with topsoil.

Tree number 2 – Mature London Plane 14m

Reduce the length of all north and south facing lateral branches by a maximum of three metres to ease loading on their structures and remove encroachment from around telecoms cables. Crown lift on the northern side to give six metres clearance above the adjacent highway (Rolfe Lane).

Tree number 3- Mature Norway Maple 12m

Prune back all north facing lateral branches by a maximum of two metres back to the boundary fence line of the recreation ground in order to remove encroachment from over the adjacent highway (Rolfe Lane).

Tree number 4 - Mature Sycamore 14m

Fell to ground level, grind out stump and re-instate with topsoil.

Tree number 5 - Mature Sycamore 10m

Remove dead branch

Tree number 6 - Mature Sycamore 14m

Fell to ground level, grind out stump and re-instate with topsoil.

To remove all waste from site.

FOR THE SUM OF

£2490.00 Plus VAT

Should you have any questions regarding the above please do not hesitate to contact us.

Many Thanks'



M.COLEMAN ARBORICULTURAL SERVICE

[REDACTED]
[REDACTED]
Greatstone,
Kent. TN28 8SF

Tel: 01797 369040
[REDACTED]

Mowing/ Fencing/Turfing
(Commercial & Domestic)
Chestnut Products,
Licensed Sprayer
Hedges & Tree Works

New Romney Town Council
Town Hall
High Street
New Romney
Kent

Ref: Town Hall Gardens : PLEASE SEE YOUR TREE REPORT FOR TREE IDENTIFICATION.

Date: 15/12/2023

With reference to your recent request, I now have pleasure in submitting my quotation,

Tree number 1 – Mature Bay 9m –

Re-coppice close to ground level.

Tree number 2 – Mature Ash 12m –

Reduce the height of the tree by a maximum of three metres along with the reduction of all lateral branches by a maximum of two metres to reduce the amount of encroachment over the neighbouring property and to ease loading on the low fork.

Tree number 3 – Mature Holly 8m –

Reduce the height of the tree by a maximum of two metres along with the reduction of all lateral branches by a maximum of one metre to reduce the amount of encroachment over the neighbouring property.

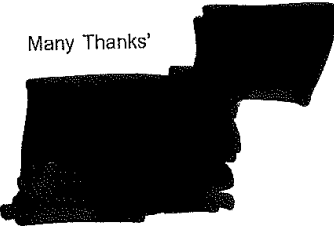
To remove all waste from site.

FOR THE SUM OF

£1450.00 Plus VAT

Should you have any questions regarding the above please do not hesitate to contact us.

Many Thanks'



M.COLEMAN ARBORICULTURAL SERVICE

[REDACTED]
[REDACTED]
Greatstone,
Kent. TN28 8SF

Tel: 01797 369040
[REDACTED]

Mowing/ Fencing/Turfing
(Commercial & Domestic)
Chestnut Products,
Licensed Sprayer
Hedges & Tree Works

New Romney Town Council
Town Hall
High Street
New Romney
Kent

Ref: Assembly Rooms: PLEASE SEE YOUR TREE REPORT FOR TREE IDENTIFICATION.

Date: 15/12/2023

With reference to your recent request, I now have pleasure in submitting my quotation,

Tree number 1 - Mature Purple Plum 4m -

Remedial work required: Fell to ground level, grind out stump and reinstate with topsoil.

To remove all waste from site.

FOR THE SUM OF

£300.00 plus VAT

Should you have any questions regarding the above please do not hesitate to contact us.

Many Thanks'
[REDACTED]

AGENDA ITEM 11(vi).

Electrical upgrade in the Town Hall, to facilitate dementia friendly lighting, and new Consumer unit with added connection of stairlift and capacity for new air conditioning system (yet to be installed).

Following an investigative report (attached) by a local electrician (Electrical Matters) that had been commissioned by NRTC, and recommendations made within it, quotations were sought from 4 local electrical contractors. They were informed of the reasons for the upgrade – to provide dementia friendly lighting, permanent connections for the stairlift, and upgrade of Consumer Unit to take stairlift and forthcoming air conditioning, and asked for their quotation and interpreted recommendations, based on the report.

| | | |
|---------------------------------|---------------|------------------|
| Quotation 1, from WR Electrical | Items 1-12 | = £1900 + VAT |
| | Items 13 – 20 | = £1260 + VAT |
| | TOTAL | = £3160.00 + VAT |

* This company works with Aquaheat who will be installing the Air Conditioning. There is the advantage that, probably, all works could be completed at a similar time. The electricians will also be able to combine trunking for the stairlift and air conditioning wiring together.

| | | |
|--|-------------|---------------|
| Quotation 2, from DK Electrical Services | Items 1-12 | = £1788 + VAT |
| | Items 13-20 | = £ 700 + VAT |
| | TOTAL | = £2488 + VAT |

* This quotation includes just changes of lamps to pendant lights instead of changing entire light fitting to more modern unit.

| | | |
|--------------------------------------|--------------|--------------------------------|
| Quotation 3, from Electrical Matters | Items 1-12 | = £2175 |
| | Items 13- 20 | = £ 850 |
| | TOTAL | = £3025 (non-VATable supplier) |

* This company provided the initial report.

| | | |
|----------------------------------|-------------|--------------------------|
| Quotation 4, from SAK Electrical | Items 1-12 | = £ (awaiting breakdown) |
| | Items 13-20 | = £ (awaiting breakdown) |
| | TOTAL | = £2892.80 + VAT |



i. Report received from electrician (Electrical Matters) detailing required works




To: Electrical Contractor.





Please see below the list of items that we require to be replaced / upgraded to LED / quoting for.




Please quote as 2 options.



- A) Items 1- 12
- B) For all items.

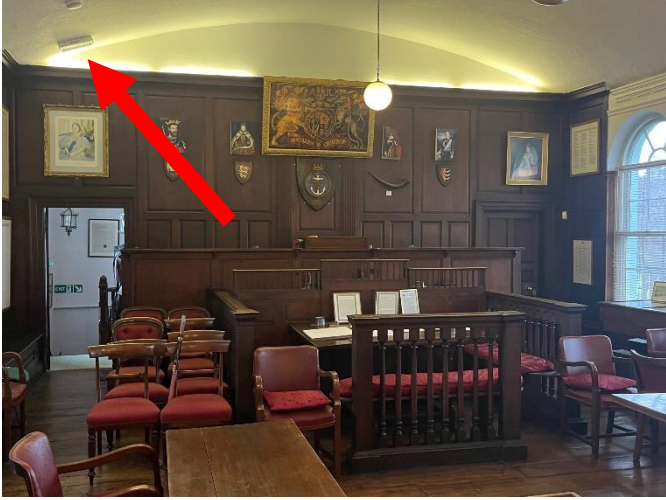

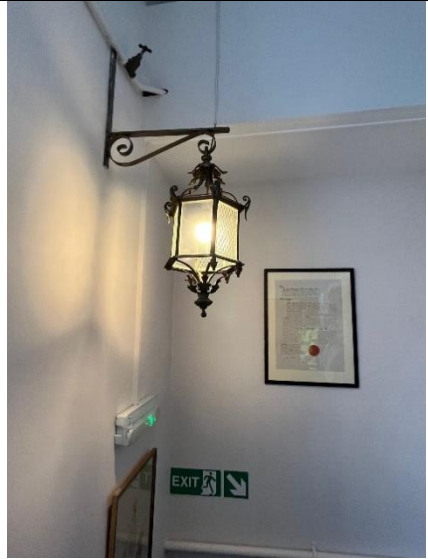
| No. | Area / Description | Existing product / item | Existing product / item |
|-----|---|---|--|
| 1 | Top of staff stairs. Test and inspect all circuits and supply / fit replacement CU with RCBOs and SPD as per current BS7671 standard. |  |  |

| | | | |
|---|--|--|--|
| 2 | Run new circuit from replacement CU to top of staff stairs to public stairs for new stair lift. Floor boards in main public chamber can be lifted. |  |  |
| 3 | Mayors Parlour. Chandelier lamp replacement | Currently installed 8 x Halogen SBC candle lamps |  |



| | | | |
|---|---|---|--|
| 4 | <p>Main chamber room. 5 x B22 lamps are installed in pendant globes. Centre light is old, decommissioned gas lamp and to be left in situ.</p> |  |  |
| 5 | <p>4 x CFL up lights. 2 x 18W per fitting.</p> |  |  |



| | | | |
|---|---|---|---|
| 6 | 4 x 4ft Fluorescent tubes, high level. |  |  |
| 7 | Emergency bulkhead at top of public stairs |  | |



| | | | |
|---|--|---|--|
| 8 | Batten light on Public staircase. |  | |
| 9 | EM Bulkhead at bottom of public stairs |  | |



| | | | |
|----|--|--|--|
| 10 | Emergency bulkhead on chamber ceiling by staff stairs. |  |  |
| 11 | Pendant light fitting on top landing of staff stairs | Currently BC22 fitting |  |

| | | | |
|----|---------------------------------------|--|------------------------------------|
| 12 | Emergency bulkhead on staff staircase |  | |
| | ITEMS BELOW ON QUOTE OPTION B ONLY | ITEMS BELOW ON QUOTE OPTION B ONLY | ITEMS BELOW ON QUOTE OPTION B ONLY |

| | | | |
|----|--------------------------|----------------------|--|
| 13 | Pendant light in toilets | Currently BC 22 lamp |  |
| 14 | Pendant light in toilets | Currently BC 22 lamp |  |

| | | | |
|----|-------------------------|--|--|
| 15 | Batten light in toilets | Currently BC 22 lamp |  |
| 16 | Office | Currently 1 x 6ft LED tube batten not working. Price for 1 x replacement |  |

| | | | |
|----|---------------|---|--|
| 17 | Office | Currently 2 x Twin 6ft Fluorescent fittings |  |
| 18 | Public Office | Currently 3 x Twin Fluorescent fittings |  |

| | | | |
|----|---------------------|--------------------------------|--|
| 19 | Corridor area | Currently 1 x pendant fitting |  |
| 20 | Public meeting room | Currently 1 x twin 6ft fitting |  |

END OF DOCUMENT

AGENDA ITEM 13.

New Romney Town Council - Refuse Collection Quotes

| Supplier | Bin Size | Waste Type | Frequency | Cost per Lift | |
|--------------------|----------|-----------------|--------------------------|----------------|--|
| Option 1 Veolia | 1100 Ltr | General Waste | Fortnightly | £18.00 | |
| | 660 Ltr | Mixed Recycling | Fortnightly | £11.00 | |
| | | | Fortnightly Total | £29.00 | |
| | | | Yearly Total | £754.00 | |
| | | | | | |
| Option 2 Veolia | 660 Ltr | General Waste | Fortnightly | £15.00 | |
| | 660 Ltr | Mixed Recycling | Fortnightly | £11.00 | |
| | | | Fortnightly Total | £26.00 | |
| | | | Yearly Total | £676.00 | |
| | | | | | |
| Option 3 | 660 Ltr | General Waste | Fortnightly | £15.00 | |
| | 660 Ltr | Mixed Recycling | Monthly | £11.00 | |
| | | | Yearly Total | £522.00 | |
| | | | | | |
| | | | | | |
| Biffa | 660 Ltr | General Waste | Fortnightly | £19.88 | |
| | 660 Ltr | Mixed Recycling | Fortnightly | £15.48 | |
| | | | Fortnightly Total | £35.36 | |
| | | | Yearly Total | £919.36 | |
| | | | | | |
| | 1100 Ltr | General Waste | Fortnightly | £22.68 | |
| | 660 Ltr | Mixed Recycling | Fortnightly | £12.38 | |
| | | | Fortnightly Total | £35.06 | |
| | | | Yearly Total | £911.56 | |

All prices are exclusive of VAT

One off charges for new additional bins

| | |
|--------|--------|
| Veolia | £15.00 |
| Biffa | £25.00 |

| | | | | | |
|------------------------|---------|---------------|-------------|----------------|-----------------------------|
| Current Charges | | | | | |
| Veolia | 1100Ltr | General Waste | Fortnightly | 29.32 per lift | Yearly Total £762.32 |

Notes: There are no charges for terminating / changing our contract with Veolia
Written notice is NOT required to make changes
A new agreement will need to be signed and will overwrite our original agreement

Following conversations with the Caretaker the recommendation would be to go with Option 2



NEW ROMNEY TOWN COUNCIL
GRANT APPLICATION FORM



Please read the Town Council's Policy for awarding grants and Guidelines to Applicants before completing this form. You may use a continuation sheet if necessary.

Name and Address of Applicant:

[REDACTED] Ashford, Kent [REDACTED]

Tel: [REDACTED] Email: [REDACTED]

Organisation – please state whether local, regional, national or charitable body (Charity No.)

JAM registered charity number 1096150

If applicable:

Total Membership: N/A Target Age Group: all ages of our community

Summary of scheme, event or project (please provide full details on a separate sheet; see below final page):

JAM would like to launch weekly Community Singing; uniting St Nicholas New Romney Primary after-school club and the over-55s Sunflower Singers from the Romney Marsh Community Hub (RMCH), giving a vibrant community-uniting performance together with Onyx Brass in JAM on the Marsh (JOTM).

How many people in the Town and / or Coast Ward of New Romney will benefit from the scheme / event / project?

1,100 New Romney residents, from children and over-55s singing to an anticipated sell-out audience of local residents of friends and family of the participants.

Embracing our older and younger communities, JAM would like to begin Community Singing, uniting children from St Nicholas New Romney Primary after-school club and the over-55s Sunflower Singers from the Romney Marsh Community Hub (RMCH). From April–July, in weekly sessions led by former BBC Singer [REDACTED], they will learn the 7 vibrant songs of 'A Sporting Chance' by [REDACTED] leading to a public performance together at St Nicholas Church, New Romney, accompanied by top quintet, Onyx Brass in JAM on the Marsh in July. Each song of A Sporting Chance is in a different musical style, capturing a different sport including ice-skating, football and weight-lifting with the brass adding 'sound effects,' bringing a splash of humour into the performance. This piece was commissioned by Onyx Brass a few years ago to encourage people into sport and participation; it remains a fun and relevant piece today. Enabling the community to attend the performance, JOTM will not charge for tickets.

3/1/15

What is the estimated overall cost of the scheme / event / project?
£8,424

How much are you applying for from New Romney Town Council?
£2,000

Where is the remaining funding to come from?

JAM has already secured £4,324 / 51% of the budget from a share of JAM Supporters donations and National Lottery Community Fund grant towards JAM on the Marsh annual activity, in-kind + a verbal small grant from Cllr Wimble.

Have you applied to other bodies for funding? If yes, please give details:

Yes; from positive discussions, we are confident of on-going support from Kent Community Foundation and Roger de Haan Charitable Trust totalling £2,100.

Will your scheme / event / project have an impact on crime and disorder in the area? If yes, please indicate how you / your organisation will assist the Town Council to reduce this impact?

National-Centre-for-Creative-Health confirms cultural engagement has highly beneficial impact on mental health, progression and well-being. Ofsted confirms music engagement broadens horizons, improving academic, social and personal achievement. This project will not have a direct impact on crime or disorder. However, it addresses the lack of opportunity for New Romney residents to participate and benefit from life-enriching arts and culture, and its personal, social and academic benefits.

This project will have positive impact on all ages of New Romney's community, driving skills, experiences, inclusion and community cohesion; improving mental health and well-being. It will nurture aspiration, ambition, attainment and interests. Supporting F&HDC Corporate Plan, through this project we will Create Tomorrow Together.

I have enclosed the following supporting information (please tick):

- ☒ Copies of latest bank / building society / other investment account statements
- ☐ Copies of quotations / estimates if applicable
- ☒ Evidence of any other secured funding
- ☐ A copy of latest audited or independently examined accounts (organisations)

I certify that the above information is correct to the best of my knowledge.

Signed:



Date: 18/12/2023

Position: Chair

2.1.14

DATA PROTECTION STATEMENT

**Your details will be kept securely by New Romney Town Council under the terms of the
General Data Protection Regulation 2016 and Freedom of Information Act 2000**

Recommended by F&GP Committee: 24/09/2012

Ratified: 08/10/2012

Last Reviewed: 8th April 2015

New Romney Town Council must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

Full details of JAM's Community Singing Project

Project details

Embracing our older and younger communities, JAM would like to begin Community Singing, uniting children from St Nicholas New Romney Primary after-school club and the over-55s Sunflower Singers from the Romney Marsh Community Hub (RMCH). From April–July, in weekly sessions led by former BBC Singer [REDACTED] they will learn the 7 vibrant songs of 'A Sporting Chance' by [REDACTED], leading to a public performance together at St Nicholas Church, New Romney, accompanied by top quintet, Onyx Brass in JAM on the Marsh in July. Each song of A Sporting Chance is in a different musical style, capturing a different sport including ice-skating, football and weight-lifting with the brass adding 'sound effects,' bringing a splash of humour into the performance. This piece was commissioned by Onyx Brass a few years ago to encourage people into sport and participation; it remains a fun and relevant piece today. Enabling the community to attend the performance, JOTM will not charge for tickets.

Through this project, JOTM will enhance skills, cohesion and participation across all ages of New Romney's community. This is the first time we have taken education beyond school age so more of our community can benefit.

Evidence of community need/support

National-Centre-for-Creative-Health confirms cultural engagement has highly beneficial impact on mental health, progression and well-being. Ofsted confirms music engagement broadens horizons, improving academic, social and personal achievement.

Yet Arts Council England confirms lack of provision in our area. Due to budget cuts, from an early age people cannot benefit from musical education. East-Kent-Health/Census/KCC confirm that Romney Marsh has more older people vs the UK, with social isolation linked to mental health issues and premature mortality. Poor transport further blocks arts participation and/or enjoyment.

Recognising the lack of budget/resource, JAM has delivered music education on the Marsh since 2014.

"High-quality music education must be available to all. JAM brings the expertise we can't with clear improvement in behaviour, engagement and self-expression." (New Romney headteacher)

3/14

Recommended by F&GP Committee: 24/09/2012
Ratified: 08/10/2012
Last Reviewed: 8th April 2015

"Collaborating with JAM supports our older community to remain active, enhance quality-of-life and reduce isolation and loneliness." (RMCH)

Research from JAM's 2023's *The Sky Engine* community production is poignant, confirming need:

"Fantastic, inspiring; there's nothing here otherwise."

"This has given my 7-year-old huge musical interest that he wouldn't have."

"Performing alongside professionals, being stretched, uniting everyone has motivated me. I now have someone to practise with. Again please."

"This just shows what our community can do with the opportunity; wonderful."

Legacy and beneficiaries

Cumulatively the beneficiaries will be 1,100 St Nicholas' children and the Sunflower Singers + local audience, predominantly family and friends of the participants.

JAM's Community Singing will start a lasting legacy of driving skills, experiences, inclusion and community cohesion; improving mental health and well-being. It will nurture aspiration, ambition and attainment, inspire interests and skills and bring communities together. Supporting F&HDC Corporate Plan, through this project we will Create Tomorrow Together.

Of past JAM activity:

"My daughter realised she could "be great at music".

"I now believe I can do amazing things in front of people."

"At my age getting out of the house and a new experience has been so good for me."

"The Sky Engine brought the community together, with pride and joy all over their faces."

[REDACTED], after-school singing teacher 2023: "The children have flourished and have real pride in their achievements."

"The quality and passion of JAM's music education is impressive and must be supported."
(Onyx Brass)

In 2025, our Singers will join JAM's Festival Orchestra performing a dramatic piece about social isolation and resolution.

From children, families to the elderly,
our Community Singing and performance will help
New Romney's community to thrive.

4/4

Recommended by F&GP Committee: 24/09/2012

Ratified: 08/10/2012

Last Reviewed: 8th April 2015

Redacted.



NEW ROMNEY TOWN COUNCIL
GRANT APPLICATION FORM



Please read the Town Council's Policy for awarding grants and Guidelines to Applicants before completing this form. You may use a continuation sheet if necessary.

Name and Address of Applicant:

_____, New Romney, Kent _____

Tel: _____ Email: _____

Organisation – please state whether local, regional, national or charitable body (Charity No.)

Enhanced Education (Teach Me Courses) – Local artists _____

If applicable:

Total Membership: _____ Target Age Group: _____

Summary of scheme, event or project (please provide full details on a separate sheet):

To co-design and co-create a Town Identifier artwork for New Romney in partnership with the Town Council and local residents. Majority funding has been awarded by Arts Council England. The artwork will include a tile mosaic which local residents will be invited to contribute to, guided by experienced professional artists. 14 days of participatory workshops will take place in venues in and around New Romney – several open to the general public and others in partnership with local schools and community groups. The design of the Town Identifier will highlight New Romney's unique heritage – designed in partnership with the Town Council and sited at a publicly-accessible location agreed by the Town Council.

How many people in the Town and / or Coast Ward of New Romney will benefit from the scheme / event / project?

300-400 through participatory workshops, plus the general public and visitors who view the final public artwork. Accompanied by freely available digital resources about the project and the historical themes within the artwork, and publicity initiatives within the wider region.

What is the estimated overall cost of the scheme / event / project?

£33,000

How much are you applying for from New Romney Town Council?

£3,000

Recommended by F&GP Committee: 24/09/2012
Ratified: 08/10/2012
Last Reviewed: 8th April 2015

Where is the remaining funding to come from?

£29,886 has been awarded from Arts Council England subject to £3,000 match funding.

Have you applied to other bodies for funding? If yes, please give details:

N/A _____

Will your scheme / event / project have an impact on crime and disorder in the area? If yes, please indicate how you / your organisation will assist the Town Council to reduce this impact?

Potential minor risk of vandalism (e.g. graffiti). Community cohesion benefits of the project are considered to outweigh the risk – an artwork created by and for the people of New Romney, celebrating local heritage and identity. By encouraging a diverse range of participants to add tiles to the artwork, including young people, we are actively encouraging a sense of community ownership and pride in the work (as well as teaching new skills and highlighting local heritage). The artists are from the town and will support ongoing maintenance in partnership with the Town Council as with similar projects in the area.

I have enclosed the following supporting information (please tick):

- ☐ Copies of latest bank / building society / other investment account statements
- ☐ Copies of quotations / estimates if applicable
- ☒ Evidence of any other secured funding
- ☐ A copy of latest audited or independently examined accounts (organisations)

I certify that the above information is correct to the best of my knowledge.

Signed: _____ Date: _____

Position (e.g. Chairman, leader) _____

DATA PROTECTION STATEMENT

**Your details will be kept securely by New Romney Town Council under the terms of the
General Data Protection Regulation 2016 and Freedom of Information Act 2000**

New Romney Town Council must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

Recommended by F&GP Committee: 24/09/2012
Ratified: 08/10/2012
Last Reviewed: 8th April 2015

Replacement Flagpole for Lady Diana Memorial Garden (Flagstaff Land), Littlestone

Owing to the wood on the support mounting rotting, causing impending failure of the metal pin mechanism on the existing metal flagpole, quotations have been sought for a replacement.

The requests for quotations went to 6 companies, with the following specification requirements:

8-metre glass fibre pole

Single piece

Tapered

Hinged base

Internal halyard with jam cleat

Lockable door

Supplied and delivered to site.

Installation would be done by NRTC Parish Caretaker, if possible.

Quotations (including delivery):

| | |
|--------------------------|-------------------------------|
| 1. Flagpole Company | £ 951.00 + VAT |
| 2. South Coast Flagpoles | £ 945.00 (not VAT registered) |
| 3. Flagmakers | £ 680.00 + VAT |
| 4. House of Flags | £1010.00 + VAT |
| 5. Flagpole Express | £ 810.00 + VAT |
| 6. Harrison Flagpoles | £1017.00 + VAT |

Quotation

Windsock Company Limited – trading as Flagpole Company

12A Little Hyde Farm, Little Hyde Lane, Ingatestone, CM4 0DU

Tel: 01245 230 700

Email: sales@flagpolecompany.co.uk Web: www.flagpolecompany.co.uk

| | | | | | |
|-------------|-------------------------|-------------|------------------------------|---------------|------------------------------|
| To: | New Romney Town Council | T: | 01797 362 348 | From: | John Hoeffler |
| Fao: | Judith Ruffhead | E: | fc.clerk@newromney-tc.gov.uk | Pages: | 1 of 2 |
| Re: | Flagpoles | Ref: | New Romney, Kent | Date: | 8 th January 2024 |

Thank you for your enquiry regarding the supply of a flagpole for the Town Council.

Flagpole specification

- Flagpole, white, tapered, fiberglass, construction designed for ground mounting.
- Flagpole height **8m in height**, 120mm butt x 65mm diameter top.
- Flagpole is standard one piece and finished with ultra hard gel coat finish – impervious to all weather conditions.
- Constructed for flying a single thickness flag of maximum size 7ft 6" x 3ft 9" (2 ½ yard) flag in 'normal' weather conditions (see guidance note below).

Supplied with:

- Internal halyard system with flag weight and 'gold' colour, onion shaped, rotating finial.
- Galvanised steel hinged base plate.
- Ground anchors with washers and nuts (for casting into concrete foundation).

A note about flag flying

To prevent undue damage to flags and flagpoles, flags should be taken down when wind conditions are forecast to exceed the upper limits of Beaufort Scale 6. This equates to a wind speed that is forecast to exceed 31 mph.

Concrete foundation (if we were installing)

Required mix: Readymix: 30newton/50slump. Hand mix: one part cement, two parts sand and three parts gravel.

In normal compacted soil 50cm x 50cm x 100cm deep (6m-8m).

Prices

| Quantity | Description | Unit | Total |
|--|--------------------------------------|---------|-----------|
| 1 | 8m fiberglass flagpole supplied only | £522.00 | £522.00 |
| 1 | Delivery of flagpole | £429.00 | £429.00 |
| Price supplied and delivered excluding VAT | | | £951.00 |
| VAT | | | £190.20 |
| Total amount | | | £1,141.20 |

| | |
|-------------------------------|--|
| Delivery | Approximately 8-15 working days. |
| Prices | All prices are exclusive of VAT and valid for 30 days from the date of this offer. |
| Terms & Conditions | A full copy is available at www.windsockcompany.co.uk/terms.htm |
| Payment | Pro forma invoice. Payment by electronic bank transfer only. |

I trust this offer will be of interest and look forward to hearing further from you.

Yours sincerely

John Hoeffler

Windsock Company Ltd – t/a Flagpole Company

Tel : 01245 230 700



Example

6m external halyard flagpole at North Weald Aerodrome




Flagpole finial:

You have a choice of a onion shaped 'gold' finial or 'white button top', standard is gold finial.



Facilities & Communications Clerk

From: [REDACTED]
Sent: 04 January 2024 15:12
To: Facilities & Communications Clerk
Subject: Re: Contact Form - Information - South Coast Flagpoles

 You don't often get email from info@southcoastflagpoles.co.uk. [Learn why this is important](#)
Afternoon [REDACTED]

Many thanks for getting in touch with us regarding your enquiry.

So for an internal hinged base fibreglass pole 8m you would be looking at £495.00 for the pole and £450.00 for delivery. So the total price would be £945.00.

Kind regards
[REDACTED]

On 04/01/2024 13:50 GMT South Coast Flagpoles <info@southcoastflagpoles.co.uk> wrote:

South Coast Flagpoles - Response From 'Contact Form - Information'

Name: [REDACTED]

Email Address : fc.clerk@newromney-tc.gov.uk

Message:
Good afternoon.

Please could you supply me with a quotation for an 8m fibreglass flagpole, in a single piece with a smooth taper. We require a hinged base, and an internal halyard with a jam cleat and lockable door.

I look forward to hearing from you.

Telephone Number: 01797362348

Submitted from www.southcoastflagpoles.co.uk/contact-us

QUOTATION



Judith Ruffhead
New Romney Town Council
Town Hall
High Street
New Romney
Kent
TN28 8BT
United Kingdom

Specialised Canvas Services Ltd
Adelphi Way
Ireland Industrial Estate
Staveley
Chesterfield S43 3LS
01246 472949

charlotte.towers@flagmakers.co.uk

Ref No. 274577/1
Dated 05/01/2024
Contact Judith Ruffhead
Tel 01797362348
Fax

Thank you for your enquiry - I am pleased to offer the following quotation:

Re : 8m Glassfibre Flagpole

| Item | Qty | Pack | Description | Unit Price | Total |
|------|-----|---------|--|------------------|---------|
| A | 1 | Unit(s) | 8m Glassfibre flagpole complete with internal halyard, white finial and hinged base and studding | £460.00 | £460.00 |
| B | 1 | Unit(s) | Delivery Courier: Davies Turner & Co Leadtime: 7 - 8 working days | £220.00 | £220.00 |
| | | | | Sub Total | £680.00 |
| | | | | VAT | £136.00 |
| | | | | TOTAL | £816.00 |

* Quotations are valid for 30 days from date issued.

* We reserve the right to revise this quotation if your order does not match the quotation specification shown. Prices are based on our understanding of the specification and are subject to sight of artwork or drawings.

* Artwork - Quotations for printed items include set up for one artwork type. An additional charge will apply for jobs with multiple artwork types.

* Prices are quoted per item, excluding VAT & delivery.

* Delivery - Bulk Packed for delivery by carrier.

* Terms - Unless your company has an account with a member of the Specialised Canvas Group, all transactions must be pre-paid in full at point of order.

* Cancellation - Cancellation of a confirmed order will incur a fee of 20% of order value, excluding VAT.

* Conditions of Sale - All orders are subject to our standard terms and conditions of sale. Copies are available on request.

* A stocking fee will apply to orders which are not collected within 5 days of notification of completion.

* Unless faulty, refunds cannot be made for bespoke manufactured or non standard products.

* Items requiring a refund must be returned (at Senders cost) unused, in the original packaging, within 30 days from purchase date.

* A 25% re-stocking charge will apply to cover the administration of returned goods.

Flagmakers is a division of Specialised Canvas Services Ltd.

Registration No: 2895710 VAT NO: 172778178

Page 1

Facilities & Communications Clerk

From: [REDACTED]@flags.co.uk
Sent: 04 January 2024 15:47
To: Facilities & Communications Clerk
Subject: House of flags - GRP
Attachments: 8m GRP Flagpoles (Auto Village) (2).JPG; Installation Questionnaire Ground Mounted Flag Poles.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL You don't often get email from tonlawallace@flags.co.uk. [Learn why this is important](#)
Dear [REDACTED]

The cost of a 8m Internal GRP – Including Finial, Security Collar, Locking System & Hinged Baseplate is

8m GRP 560.00
Carriage 450.00 to Romney Kent
Ex VAT
6 working day lead

If install required we need the attached completed and there will be an extra cost for the install.

Kind regards

[REDACTED]

[REDACTED]
Sales Support Administrator
[REDACTED]@flags.co.uk
01480 862 877

House of Flags Ltd, River Road, Bicken Industrial Park, Kimbolton, Cambridgeshire, PE28 0LQ
01480 861 678 | salesupport@flags.co.uk | www.flags.co.uk



Ask us about our new polycarbonate
easting coating

Enhance Air

From: salesupport@flags.co.uk <salesupport@flags.co.uk>
Sent: Thursday, January 4, 2024 1:54 PM
To: Sales Support <SalesSupport@flags.co.uk>
Subject: [EXTERNAL] Exit POPUP

This Message originated outside your organisation.

House Of Flags



UNIT 1 HERON COURT
MERLIN WAY
QUARRY HILL INDUSTRIAL ESTATE
ILKESTON
DERBYSHIRE DE7 4RA
EMAIL SALES@FLAGPOLEEXPRESS.CO.UK
TEL 01159 442255
FAX 01159 442266

Judith Ruffhead
jc.clerk@newromney-tc.gov.uk
01797362348
New Romney Town Council,
Town Hall,
High Street,
New Romney,
Kent,
TN28 8BT

QUOTE
DATE 04/01/2024
62620SB

Thank you for your valued enquiry and have the pleasure in quoting as follows

| QTY | DESCRIPTION | UNIT PRICE | LINE TOTAL |
|-----|---|------------|------------|
| 1 | Heavy duty 8m fiberglass flagpole with internal halyard, gold finial and hinged base. In a single piece with a smooth taper 120mm to 65mm | | £445.00 |
| 1 | Dedicated delivery to New Romney Town Council | | £365.00 |
| | | | |
| | | | |

DELIVERY TO ONE DESTINATION MAINLAND UK

| | |
|------------------|---------|
| SUBTOTAL | £810.00 |
| VAT (20%) | £162.00 |
| TOTAL | £972.00 |

VAT Number: 897766633 Company Number: 6006635

Bank Details HSBC Acc No: Sort Code: 404308

QUOTATION

Quote To: NEW ROMNEY TOWN COUNCIL
NEW ROMNEY TOWN COUNCIL
NEW ROMNEY TOWN COUNCIL
HIGH STREET
NEW ROMNEY
KENT
TN28 8BT
UK



Grindon Way
Newton Aycliffe
County Durham
DL5 6SH
United Kingdom

01325 355433 www.weareharrisons.com

Deliver To: JUDITH RUFFHEAD

NEW ROMNEY TOWN COUNCIL
LADY DIANA MEMORIAL GARDEN
LITTLESTONE ROAD
NEW ROMNEY
TN28 8QS
UK

| | |
|--------------|------------------|
| Quote No.: | 1/2024 - 6087 |
| Quote Date | 08/01/2024 |
| Your Ref.: | |
| Sales Rep: | Kellyanne Miller |
| Account No.: | |

| Item Code | Description | Notes | Quantity | Unit Price | Total |
|---------------------------|--|-------|----------|------------|--------|
| COMP/GF/8M/HD/HBP/INT/MET | 8m GF Internal Metal heavy duty pole Hinged Base Complete | | 1 | 430.00 | 430.00 |
| GC/W/A/125/SM | Ground collar white 125mm bore with a small 381mm skirt | | 1 | 35.00 | 35.00 |

| Item Code | Number of Poles | Total |
|------------------|-----------------|--------|
| Delivery Over 6m | 1 Poles | 552.00 |

Notes:
LEAD TIME 4-6 WEEKS
Lead time is approximately 4-6 weeks from receipt of signed artwork approval after confirmed order and advanced payment if applicable. If you require your purchase outside of our standard lead times we will endeavour to achieve this, but an express charge may be incurred.

| | | |
|---|---|----------|
| <div>ENSURE ANY CUSTOM PRINT FOLLOWS OUR ARTWORK SETUP GUIDELINES</div> | TERMS – Quotation is valid for 14 days from date of issue. All amounts are to be paid in Great British Pounds (£). Acceptance of quotation is agreement to our Terms and Conditions of trade. Terms and Conditions Warranty Statement | |
| | SUB TOTAL | 1,017.00 |
| | VAT | 203.40 |
| | TOTAL | 1,220.40 |

Please return your used flags, scrim and other fabric displays to us so we can upcycle them into useful products, in turn reducing the amount of plastics entering landfill.

Find out more at www.weareharrisons.com

It's estimated that:
895,000
tonnes of textile waste enters landfill each year.

We offer **environmentally friendly** alternatives for all of our fabrics and materials.

Synthetic polyester takes more than
100 years
to decompose.

Proud to be the **UK's first** to offer a fabric upcycling scheme

Deputy Clerk

From: Customer Accounts [REDACTED]
Sent: 29 November 2023 15:51
To: Responsible Financial Officer
Subject: Rialtas Year End Accountancy Closedown Service 2024 Registration

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2024 Year End Schemes

As the 31st March fast approaches, we are once again offering our services to assist all of our customers with a year-end closedown. Below you will find details regarding uptake of our 3 scheme options that we are launching.

Gold Scheme: 3-year contract commencing 1st April 2024 for closedown and annual support and maintenance. Preferred dates option. FREE webinar and Q&A. 2024 price 5% saving:

Income and Expenditure per set of accounts £868 £825 (ex VAT)

Receipt and Payments per set of accounts £569 £540 (ex VAT)

[Register for the Gold Scheme](#)

Silver Scheme: 2-year contract commencing 1st April 2024 for closedown. Preferred dates option. FREE webinar and Q&A. 2024 price:

Income and Expenditure per set of accounts £868 £853 (ex VAT)

Receipt and Payments per set of accounts £569 £559 (ex VAT)

[Register for the Silver Scheme](#)

Bronze Scheme: 1 off year end service applicable to 2024 year end. 2024 price:

Income and Expenditure per set of accounts £868 (ex VAT)

Receipt and Payments per set of accounts £569 (ex VAT)

[Register for the Bronze Scheme](#)

****Original Loyalty Scheme**** This is the last year of the remaining loyalty scheme for Year End. Prior terms and conditions apply. If you are remaining on this scheme then please do complete the relevant form.

Existing Loyalty Member Scheme

What Next?

Please review the terms and conditions and submit a completed copy of the form [REDACTED]
[REDACTED] Please note that we require a completed form from the list above in order to secure a year end closure for 2024. This will ensure that we can plan resources accordingly.

By joining the Gold or Silver Scheme the council will get preferential access to Year End Closedown dates. The council will be able to provide five preferred date nominations. In the event of date conflicts councils who sign up to the Loyalty Scheme first will be given the priority. Once a date has been confirmed from your preferred list, a request to change a date will be from our available dates at that time. A FOC Webinar will be held on **Wednesday 7th February** to provide updates/training/Q&A ahead of closedown (more details to follow in the New Year).

Kind Regards,
The Rialtas Team

If you have any questions, please contact us on directly on
customer.accounts@rialtas.co.uk.

For full terms and conditions, please [visit our website](#).

This email was sent by customer.accounts@rialtas.co.uk to rfo@newromney-tc.gov.uk
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Marketing
Rialtas Business Solutions | Unit 5 Uffcott Enterprise Park, Uffcott, Swindon SN4 9NB Phone: 01793 731296
GDPR
Clair Walker: Marketing Manager | Email: cwalker@harriscomputer.com | Phone: 01752 689591 | Rialtas: +44 (0)1249 751 000

END