

# 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

13<sup>th</sup> March 2024

Dear Councillor.

**A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE  
WILL BE HELD AT THE ASSEMBLY ROOMS, CHURCH APPROACH, NEW  
ROMNEY ON WEDNESDAY 20<sup>TH</sup> MARCH 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](mailto: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](mailto: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](http://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 20<sup>TH</sup> MARCH 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\*):**

To approve the minutes of the **Finance & General Purposes Committee Meeting** held on Wednesday 17<sup>th</sup> January 2024 (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\*).

**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. QUOTATIONS (Encs\*):**

**(i)** To consider quotations received in respect of weed spraying on Town Council playparks. (Attached hereto\*).

**11. HORTICULTURAL ASSISTANCE – FUNDING (Encs\*):**

To consider the request received from NRIB to provide funding for plants and materials to be used on Town Council lands (Attached hereto\*).

**12. THE GREENS - MOBILE CATERING (Encs\*):**

To consider the application received to site a mobile catering trailer on The Greens at Littlestone (Attached hereto\*).

**13. GRANT FUNDING/DONATIONS (Encs\*):**

**(i)** To consider grant funding request received from New Romney in Bloom - NRIB (Attached hereto\*)

**14. COUNCIL CHAMBER CHAIRS (Encs\*):**

To consider disposal of Council Chamber Councillor chairs and take any such action deemed necessary (Clerk to report\*).

**15. SEA WATER QUALITY MONITORING (Encs\*):**

To consider the request received from Councillor Thomas to allocate funding for the provision of sea water sampling (Attached hereto\*).

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**MINUTES**  
**of**  
**A Meeting of New Romney Town Council's**  
**Finance and General Purposes Committee**  
**Held in the Assembly Rooms on**  
**Wednesday 17<sup>th</sup> January 2024 commencing at 6.45pm**

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

**In Attendance:**

Responsible Financial Officer	-	Mrs C T Morris
Finance Clerk	-	Mrs J Field
Member of the Public	-	1

**IN THE CHAIR:** Councillor P Thomas

474/2023-24 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Rev Cn McLachlan - for personal reasons

475/2023-24 **DISPENSATION TO PARTICIPATE**

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

476/2023-24 **DECLARATIONS OF INTEREST**

**@6.46PM** Councillor Coe declared an Other Significant Interest in Agenda Item 14(i) due to his being a donor to John Armitage Memorial Trust.

477/2023-24 **ADJOURNMENT OF MEETING**

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

478/2023-24 **PUBLIC QUESTIONS**

None.

479/2023-24 **RE-CONVENING OF MEETING**

Not applicable.

480/2023-24 **MINUTES**

(i) The Chairman presented the Minutes of the **Finance & General Purposes Committee Meeting** held on **20<sup>th</sup> September 2023**, copies of which had been previously circulated to all Councillors and it was:

**PROPOSED BY:** Councillor Carey

**SECONDED BY:** Councillor Coe

**RESOLVED – that the minutes of the Finance & General Purposes Committee Meeting held on 20<sup>th</sup> September 2023, be approved and signed as a true and correct record.**

Councillor Thomas abstained from voting as he had not been in attendance at the meeting.

(ii) The Chairman presented the Minutes of the **Finance & General Purposes Committee Budget Meeting** held on **11<sup>th</sup> December 2023**, copies of which had been previously circulated to all Councillors and it was:

**PROPOSED BY:** Councillor Carey

**SECONDED BY:** Councillor Rivers

**RESOLVED – that the minutes of the Finance & General Purposes Committee Budget Meeting held on 11<sup>th</sup> December 2023, be approved and signed as a true and correct record.**

Councillor Terry abstained from voting as she had not been in attendance at the meeting.

481/2023-24 **FINANCIAL MATTERS**

**(i) 2023/2024 Budget Comparison & Income & Expenditure Reports**

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

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

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

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that the afore-mentioned detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority, in the sum of £42,652.10 exc. VAT, be received and noted and identified cost centres be approved.**

**(iii) Schedule of Fund Transfers**

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

**(iv) Coding Allocation**

The RFO reported that costs necessary to carry out an independent, third-party professional investigation of the recent staff grievance with the required expediency, in the sum of £4,550.00 exc VAT, had been incurred.

It was:

**PROPOSED BY:** Councillor Davies

**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that, costs incurred in the sum of £4,550.00 exc VAT, necessary to carry out an independent, third-party professional investigation of the recent staff grievance with the required expediency, be formally allocated to the 2023/2024 Legal & Professional Fees Budget.**

482/2023-24 **RFO'S REPORTS**

**(i) Actions completed since the F&GP Committee meeting held on 20<sup>th</sup> September 2023:**

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

**RFO's Report – F&GP Meeting on 17<sup>th</sup> January 2024**

**Actions completed since the F&GP Committee meeting held on 20<sup>th</sup> 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 Lloyds Bank (Attached hereto\*).

**This concludes my report – RFO 10<sup>th</sup> January 2024**



**(ii) RFO's Maintenance Report:**

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

**RFO's Maintenance Report – F&GP Meeting on 17<sup>th</sup> 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 carried 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  
10<sup>th</sup> January 2024**

483/2023-24 **CIVIC REGALIA**

Councillor Coe reported that the mayor's badge and chain had suffered an element of damage/wear and tear.

Following due consideration, it was:

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

**RESOLVED UNANIMOUSLY – that (i) an application be made to the 'Repair Shop' for assistance with repair to the mayor's regalia; (ii) Councillor Thomas would provide a heritage statement to support the application.**

484/2023-24 **QUOTATIONS**

**(i)** Due consideration was given to the single quotation sought in respect of carrying out roof & rainwater goods inspections for Town Council buildings. It was:

**(a)**  
**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that due to the specialist nature of the service to be undertaken, Standing Orders be waived to consider the single quotation sought.**

**(b)**  
**PROPOSED BY:** Councillor Davies  
**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that (i) the quotation received to carry out inspections of roof and rainwater goods as detailed below:**

- Town Hall - £920.00 plus VAT
- Town Hall House - £188.00 plus VAT
- Assembly Rooms - £356.00 plus VAT
- Community Hall - £136.00 plus VAT
- Maude Pavilion - £188.00 plus VAT

**be accepted and funded from the relevant departmental budgets; (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.**

The contract was, therefore, awarded to B E Ames Ltd.

**(ii)** Due consideration was given to the quotations received in respect of the three-yearly grounds maintenance contracts.  
It was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that (i) quotations received in respect of 3-yearly grounds maintenance contracts, as detailed below:**

- The Greens - £2,340.00 Per annum plus VAT
- Fairfield Rd Rec - £1,680.00 Per annum plus VAT
- Flagstaff Land - £ 744.00 Per annum plus VAT

**be accepted and funded from the relevant departmental budgets and (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.**

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

**(iii)** Due consideration was given to the quotations received in respect of 2024 Church Lane ditch management works.  
It was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY – that (i) the estimate received in respect of 2024 Church Lane ditch management works in the sum of £3,450.00 plus VAT, be accepted and funded from the 2024/2025 Miscellaneous Expenses Budget; (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.**

The contract was, therefore, awarded to Ostridge Contractors Ltd.

**(iv)** Due consideration was given to the single quotation sought in respect of ad hoc grass cutting/trimming of communal areas at Church Lane Allotment Gardens. It was:

**(a)**

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that due to the short-term nature of the service to be provided, Standing Orders be waived to consider the single quotation sought.**

**(b)**

**PROPOSED BY:** Councillor Terry

**SECONDED BY:** Councillor Carey

**RESOLVED UNANIMOUSLY – that (i) the quotation received to carry out ad hoc mowing/trimming of communal areas at Church Lane Allotment Gardens in the sum of £65.00 plus VAT per cut, be approved and funded from the Allotment Gardens Budget; (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.**

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

**(v)** Having noted that 3 quotes were sought in respect of each area but only one contractor responded, due consideration was given to the quotations received in respect of carrying out tree works.

It was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that (i) quotations received in respect of carrying out tree works, as detailed below:**

- **Sports Field** - £2,340.00 plus VAT
- **Fairfield Rd Rec** - £2,490.00 plus VAT
- **Town Hall Garden** - £1,450.00 plus VAT
- **Rear of Assembly Rooms** - £ 300.00 plus VAT

**be accepted; (ii) to be funded from the relevant departmental budgets and with any shortfall being funded by General Reserves and (iii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.**

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

**(vi)** Due consideration was given to the quotations received in respect of Town Hall electrical works.  
It was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that (i) the quotation received in respect of Town Hall electrical works in the sum of £3,025.00, be accepted and funded from the Buildings Repair and Restoration Reserve Fund; (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.**

The contract was, therefore, awarded to Electrical Matters.

#### 485/2023-24 **THE GREENS MARKET**

Feedback in respect of the markets held during last summer having been provided by the RFO, due consideration was given to the application received to operate a market in 2024. It was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that, subject to their acceptance of the Terms and Conditions, the applicant be given permission to operate for the dates requested.**

#### 486/2023-24 **WASTE MANAGEMENT PROVISION**

Consideration was given to upgrading the current waste management provision in accordance with the section PHE 4 of

the Town Council's Strategic Plan '*Complete the upgrade of NRTC waste disposal contracts and waste receptacles at New Romney Town Hall and Assembly Rooms to facilitate waste recycling*'. It was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that i) approval be given to upgrading the current waste management contract in order to facilitate waste recycling provision, in accordance with section PHE 4 of the Town Council's Strategic Plan; ii) costs to be funded from the Town Council's waste budget and the RFO be authorised to settle all invoices, once received, first having ascertained all is in order and iii) the upgraded provision to be reviewed in 6 months.**

487/2023-24 **GRANTS/DONATIONS**

**(i) John Armitage Memorial Trust (JAM)**

Due consideration was given to the grant funding application received from John Armitage Memorial Trust (JAM). It was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Terry

**RESOLVED – that grant funding in the sum of £1,200.00, to be funded from the 2023/2024 Grants/Donations Budget, be awarded to John Armitage Memorial Trust (JAM).**

**(ii) Teach Me Courses – Town Identifier Project**

**@8.15PM** the applicant being in attendance at the meeting, was invited by the Chairman to respond to any questions posed by Members in respect of their application.

Following responses to questions posed, it was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Coe

**RESOLVED – that (i) grant funding in the sum of £3,000.00, in respect of the New Romney Town Identifier Project, be awarded to Teach Me Courses; (ii) Funding to be as below:**

**2023/2024 Grant Funding Budget £1,000.00**  
**High Street Signage/Furniture Reserve Fund £2,000.00**

488/2023-24 **REPLACEMENT FLAGPOLE**

Consideration was given to replacement of the Town Council flagpole on Flagstaff Land and associated quotations received.



It was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Terry

The contract was, therefore, awarded to Flagpole Express.

**RESOLVED – that (i) the quotation received in the sum of £810.00, to supply a replacement flagpole for Flagstaff Land, be accepted; (ii) this to be funded from the Play & Miscellaneous Equipment Reserve Fund and (iii) the RFO be authorised to settle all invoices, once received, first having ascertained all is in order.**

489/2023-24 **RIALTAS END OF YEAR CLOSEDOWN SERVICE**

Consideration was given to the quotation received in respect of the end of year closedown services offered by Rialtas.

It was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY – that (i) due to the proprietary nature of the service to be provided, Standing Orders be waived to consider a single quotation; (ii) noting the cost savings to be made, the RFO be authorised to enter into a 3 year agreement in respect of the Rialtas end of year closedown service – 2024 cost £825.00 ex. VAT; (ii) to be funded from the IT Support & Equipment Maintenance Budget and (iii) the RFO be authorised to settle all invoices, once received, first having ascertained all is in order.**

The Chairman thanked the Councillors, RFO and the Finance Clerk for their attendance and the meeting then concluded @ **8.25PM**.

NB: All documents referred to herein are freely available for perusal on the Town Council website: [www.newromney-tc.gov.uk](http://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

12/03/2024

New Romney Town Council Current Year

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Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100</b>	<b><u>Staff Costs</u></b>									
	Total Income	7,500	0	7,500	0	0	0	0	0	0
	Overhead Expenditure	163,850	140,391	182,900	122,433	0	0	0	0	0
	100 Net Income over Expenditure	-156,350	-140,391	-175,400	-122,433	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)	(121,445)	0		0		
<b>200</b>	<b><u>Town Hall</u></b>									
	Total Income	200	150	200	0	0	0	0	0	0
	Overhead Expenditure	14,555	13,399	18,492	73,648	0	0	0	0	0
	200 Net Income over Expenditure	-14,355	-13,249	-18,292	-73,648	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)	(19,067)	0		0		
<b>205</b>	<b><u>Town Hall House</u></b>									
	Total Income	6,957	7,800	7,698	6,900	0	0	0	0	0
	Overhead Expenditure	3,370	4,611	3,449	7,551	0	0	0	0	0
	205 Net Income over Expenditure	3,587	3,189	4,249	-651	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	5,772	0		0		
<b>210</b>	<b><u>Assembly Rooms</u></b>									
	Total Income	500	2,085	2,000	2,279	0	0	0	0	0
	Overhead Expenditure	8,470	8,161	9,143	19,595	0	12,319	0	0	0
	210 Net Income over Expenditure	-7,970	-6,075	-7,143	-17,317	0	-12,319	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

		<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)	(4,253)	0		0		
<b>215</b>	<b><u>Community Hall</u></b>									
	Total Income	6,600	6,600	6,600	5,500	0	0	0	0	0
	Overhead Expenditure	2,250	2,302	2,340	513	0	0	0	0	0
	Movement to/(from) Gen Reserve	4,350	4,298	4,260	4,987	0		0		
<b>220</b>	<b><u>Sports Field &amp; Maude Pavilion</u></b>									
	Total Income	1,200	1,200	1,440	1,140	0	0	0	0	0
	Overhead Expenditure	2,360	2,745	2,458	7,820	0	0	0	0	0
	220 Net Income over Expenditure	-1,160	-1,545	-1,018	-6,680	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)	(3,018)	0		0		
<b>225</b>	<b><u>Fairfield Road Rec Ground</u></b>									
	Overhead Expenditure	4,300	4,172	3,952	1,497	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)	(1,497)	0		0		
<b>230</b>	<b><u>The Greens</u></b>									
	Total Income	5,560	6,331	7,150	7,740	0	0	0	0	0
	Overhead Expenditure	5,440	11,999	13,106	11,721	0	0	0	0	0
	230 Net Income over Expenditure	120	-5,668	-5,956	-3,981	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)	(3,981)	0		0		

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>235</b>	<b><u>Flagstaff Land</u></b>									
	Overhead Expenditure	953	1,626	946	796	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)	(697)	0		0		
<b>240</b>	<b><u>Allotments</u></b>									
	Total Income	2,000	2,597	2,500	2,641	0	0	0	0	0
	Overhead Expenditure	2,522	1,770	1,412	1,397	0	0	0	0	0
	Movement to/(from) Gen Reserve	(522)	827	1,088	1,243	0		0		
<b>245</b>	<b><u>Land at Coney Banks</u></b>									
	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		
<b>250</b>	<b><u>Wayleaves</u></b>									
	Total Income	60	63	60	63	0	0	0	0	0
	Movement to/(from) Gen Reserve	60	63	60	63	0		0		
<b>255</b>	<b><u>Garden of Remembrance</u></b>									
	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		
<b>260</b>	<b><u>Town Square (Cinque Ports Plc)</u></b>									
	Total Income	45	71	45	40	0	0	0	0	0
	Overhead Expenditure	80	125	80	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

		<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		
<u>270</u>	<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		
<u>275</u>	<u>Administration &amp; Miscellaneous</u>									
	Total Income	125	12,725	2,521	1,045,927	0	0	0	0	0
	Overhead Expenditure	114,950	212,654	118,230	222,955	0	6,893	0	0	0
	275 Net Income over Expenditure	-114,825	-199,929	-115,709	822,973	0	-6,893	0	0	0
6000	plus Transfer from EMR	0	151,314	0	176,219	0	0	0	0	0
6001	less Transfer to EMR	0	8,356	0	1,030,076	0	0	0	0	0
	Movement to/(from) Gen Reserve	(114,825)	(56,972)	(115,709)	(30,884)	0		0		
<u>280</u>	<u>Other</u>									
	Total Income	0	1,139,020	0	11,004	0	0	0	0	0
	Overhead Expenditure	71,000	9,548	56,000	17,928	0	0	0	0	0
	280 Net Income over Expenditure	-71,000	1,129,472	-56,000	-6,924	0	0	0	0	0
6000	plus Transfer from EMR	0	430	0	6,841	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		

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## Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>285</b>	<b><u>Precept</u></b>									
	Total Income	363,553	363,553	374,894	374,894	0	0	0	0	0
	Movement to/(from) Gen Reserve	363,553	363,553	374,894	374,894	0		0		
<b>300</b>	<b><u>Planning Committee</u></b>									
	Overhead Expenditure	250	8	250	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(250)	(8)	(250)	0	0		0		
	Total Budget Income	394,850	1,542,745	413,208	1,460,317	0	0	0	0	0
	Expenditure	394,850	417,824	413,208	489,528	0	19,212	0	0	0
	Net Income over Expenditure	0	1,124,921	0	970,789	0	-19,212	0	0	0
	plus Transfer from EMR	0	168,879	0	263,468	0	0	0	0	0
	less Transfer to EMR	0	1,137,356	0	1,031,666	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	156,444	0	202,592	0		0		

## Summary Income &amp; Expenditure by Budget Heading 01/02/2024

Month No: 10

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
100	Staff Costs							
	Income	0	0	7,500	7,500			0.0%
	Expenditure	140,391	122,433	182,900	60,467		60,467	66.9%
	Net Income over Expenditure	<u>(140,391)</u>	<u>(122,433)</u>	<u>(175,400)</u>	<u>(52,967)</u>			
	plus Transfer from EMR	3,095	988					
	Movement to/(from) Gen Reserve	<u>(137,296)</u>	<u>(121,445)</u>					
200	Town Hall							
	Income	150	0	200	200			0.0%
	Expenditure	13,399	73,648	18,492	(55,156)		(55,156)	398.3%
	Net Income over Expenditure	<u>(13,249)</u>	<u>(73,648)</u>	<u>(18,292)</u>	<u>55,356</u>			
	plus Transfer from EMR	5,378	54,581					
	Movement to/(from) Gen Reserve	<u>(7,871)</u>	<u>(19,067)</u>					
205	Town Hall House							
	Income	7,800	6,900	7,698	798			89.6%
	Expenditure	4,611	7,551	3,449	(4,102)		(4,102)	218.9%
	Net Income over Expenditure	<u>3,189</u>	<u>(651)</u>	<u>4,249</u>	<u>4,900</u>			
	plus Transfer from EMR	1,990	6,423					
	Movement to/(from) Gen Reserve	<u>5,179</u>	<u>5,772</u>					
210	Assembly Rooms							
	Income	2,085	2,279	2,000	(279)			113.9%
	Expenditure	8,161	19,595	9,143	(10,452)	12,319	(22,771)	349.1%
	Net Income over Expenditure	<u>(6,075)</u>	<u>(17,317)</u>	<u>(7,143)</u>	<u>10,174</u>			
	plus Transfer from EMR	0	13,064					
	Movement to/(from) Gen Reserve	<u>(6,075)</u>	<u>(4,253)</u>					
215	Community Hall							
	Income	6,600	5,500	6,600	1,100			83.3%
	Expenditure	2,302	513	2,340	1,827		1,827	21.9%
	Movement to/(from) Gen Reserve	<u>4,298</u>	<u>4,987</u>					
220	Sports Field & Maude Pavilion							
	Income	1,200	1,140	1,440	300			79.2%
	Expenditure	2,745	7,820	2,458	(5,362)		(5,362)	318.1%
	Net Income over Expenditure	<u>(1,545)</u>	<u>(6,680)</u>	<u>(1,018)</u>	<u>5,662</u>			
	plus Transfer from EMR	0	3,662					
	Movement to/(from) Gen Reserve	<u>(1,545)</u>	<u>(3,018)</u>					
225	Fairfield Road Rec Ground							
	Expenditure	4,172	1,497	3,952	2,455		2,455	37.9%
	plus Transfer from EMR	2,420	0					
	Movement to/(from) Gen Reserve	<u>(1,752)</u>	<u>(1,497)</u>					
230	The Greens							
	Income	6,331	7,740	7,150	(590)			108.3%
	Expenditure	11,999	11,721	13,106	1,385		1,385	89.4%
	Net Income over Expenditure	<u>(5,668)</u>	<u>(3,981)</u>	<u>(5,956)</u>	<u>(1,975)</u>			
	plus Transfer from EMR	247	0					
	Movement to/(from) Gen Reserve	<u>(5,421)</u>	<u>(3,981)</u>					
235	Flagstaff Land							
	Expenditure	1,626	796	946	150		150	84.2%
	plus Transfer from EMR	454	100					

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## Summary Income &amp; Expenditure by Budget Heading 01/02/2024

Month No: 10

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	(1,172)	(697)					
240	Allotments							
	Income	2,597	2,641	2,500	(141)			105.6%
	Expenditure	1,770	1,397	1,412	15		15	98.9%
	Net Income over Expenditure	827	1,243	1,088	(155)			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	827	1,243					
245	Land at Coney Banks							
	Income	550	600	600	0			100.0%
	Expenditure	0	0	50	50		50	0.0%
	Movement to/(from) Gen Reserve	550	600					
250	Wayleaves							
	Income	63	63	60	(3)			105.0%
255	Garden of Remembrance							
	Expenditure	654	41	300	259		259	13.7%
	plus Transfer from EMR	72	0					
	Movement to/(from) Gen Reserve	(582)	(41)					
260	Town Square (Cinque Ports Plc)							
	Income	71	40	45	5			88.9%
	Expenditure	125	0	80	80		80	0.0%
	Movement to/(from) Gen Reserve	(54)	40					
270	Street Furniture (Non TC Land)							
	Income	0	1,590	0	(1,590)			0.0%
	Expenditure	3,660	1,633	100	(1,533)		(1,533)	1632.9%
	Net Income over Expenditure	(3,660)	(43)	(100)	(57)			
	plus Transfer from EMR	3,480	1,590					
	less Transfer to EMR	0	1,590					
	Movement to/(from) Gen Reserve	(180)	(43)					
275	Administration & Miscellaneous							
	Income	12,725	1,045,927	2,521	(1,043,406)			41488.6%
	Expenditure	212,654	222,955	118,230	(104,725)	6,893	(111,618)	194.4%
	Net Income over Expenditure	(199,929)	822,973	(115,709)	(938,682)			
	plus Transfer from EMR	151,314	176,219					
	less Transfer to EMR	8,356	1,030,076					
	Movement to/(from) Gen Reserve	(56,972)	(30,884)					
280	Other							
	Income	1,139,020	11,004	0	(11,004)			0.0%
	Expenditure	9,548	17,928	56,000	38,072		38,072	32.0%
	Net Income over Expenditure	1,129,472	(6,924)	(56,000)	(49,076)			
	plus Transfer from EMR	430	6,841					
	less Transfer to EMR	1,129,000	0					
	Movement to/(from) Gen Reserve	902	(83)					
285	Precept							
	Income	363,553	374,894	374,894	0			100.0%
300	Planning Committee							
	Expenditure	8	0	250	250		250	0.0%

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12/03/2024

## New Romney Town Council Current Year

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## Summary Income &amp; Expenditure by Budget Heading 01/02/2024

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,542,745	1,460,317	413,208	(1,047,109)			353.4%
Expenditure	417,824	489,528	413,208	(76,320)	19,212	(95,532)	123.1%
Net Income over Expenditure	<u>1,124,921</u>	<u>970,789</u>	<u>0</u>	<u>(970,789)</u>			
plus Transfer from EMR	168,879	263,468					
less Transfer to EMR	1,137,356	1,031,666					
Movement to/(from) Gen Reserve	<u>156,444</u>	<u>202,592</u>					

## AGENDA ITEM 8(ii).

Payments Approved Under Financial Regs, SPAA and/or Delegated Authority - F&GP Meeting 20th March 2024																		
Date	Supplier/Contractor			Description			Funding Source			Net	VAT	Total						
10.1.24	Amazon			Cash box			Office Equipment - Budget			£ 7.45	£ 1.49	£ 8.94	TC	SDA FR				Routine business/everyday running
18.1.24	Amazon			3 Drawer pedestal			Office Equipment - Budget			£ 120.57	£ 24.12	£ 144.69	TC	SDA FR				Routine business/everyday running
1.2.24	Amazon			CCTV unit			Assembly Rooms - R&M - Budget			£ 13.29	£ 2.66	£ 15.95	TC	SDA FR				Routine business/everyday running
1.2.24	Amazon			Stationery			Printing & Stationery - Budget			£ 29.54	£ 5.91	£ 35.45	TC	SDA FR				Routine business/everyday running
11.2.24	Amazon			Mobile phone & case			Office Equipment - Budget			£ 111.90	£ 22.38	£ 134.28	TC	SDA FR				Routine business/everyday running
26.2.24	Amazon			Shredder oiling sheets			Printing & Stationery - Budget			£ 14.05	£ 2.81	£ 16.86	TC	SDA FR				Routine business/everyday running
3.1.24	Atex UK Ltd			Com bench supply			Contra			£ 1,399.94	£ 279.96	£ 1,679.90	TC	SDA FR				Routine business/everyday running
21.2.24	Ashe Alarms Ltd			Service contract			Assembly Rooms - R&M - Budget			£ 395.00	£ 79.00	£ 474.00	TC	SPAA				Minute Ref: 385/2022-23
24.1.24	BE Ames Ltd			Com bench plinth & installation			Contra			£ 1,660.00	£ 332.00	£ 1,992.00	TC	SDA FR				Routine business/everyday running
4.1.24	British Gas			Gas			Town Hall - Gas - Budget			£ 242.18	£ 12.10	£ 254.28	TC	SPAA				Minute Ref: 385/2022-23
31.1.24	British Gas			Gas			Town Hall - Gas - Budget			£ 186.09	£ 9.30	£ 195.39	TC	SPAA				Minute Ref: 385/2022-23
1.2.24	British Gas			Gas			Town Hall - Gas - Budget			£ 189.55	£ 37.91	£ 227.46	TC	SPAA				Minute Ref: 385/2022-23
2.11.23	British Gas			Gas			Assembly Rooms - Gas - Budget			£ 42.51	£ 2.12	£ 44.63	TC	SPAA				Minute Ref: 385/2022-23
5.12.23	British Gas			Gas			Assembly Rooms - Gas - Budget			£ 287.49	£ 14.37	£ 301.86	TC	SPAA				Minute Ref: 385/2022-23
5.1.24	British Gas			Gas			Assembly Rooms - Gas - Budget			£ 484.20	£ 24.21	£ 508.41	TC	SPAA				Minute Ref: 385/2022-23
6.2.24	British Gas			Gas			Assembly Rooms - Gas - Budget			£ 373.24	£ 18.66	£ 391.90	TC	SPAA				Minute Ref: 385/2022-23
26.1.24	Business Stream			Drainage			Assembly Rooms - Water - Budget			£ 117.22	£ -	£ 117.22	TC	SPAA				Minute Ref: 385/2022-23
2.2.24	Business Stream			Drainage			The Greens - Water - Budget			£ 2.88	£ -	£ 2.88	TC	SPAA				Minute Ref: 385/2022-23
12.2.24	Castle Water			Water supply			Allotments - Water - Budget			£ 398.94	£ 79.79	£ 478.73	TC	SPAA				Minute Ref: 385/2022-23
13.2.24	Castle Water			Water supply			Allotments - Water - Budget			£ 20.14	£ 4.03	£ 24.17	TC	SPAA				Minute Ref: 385/2022-23
22.1.24	Castle Water			Water supply			Town Hall - Water - Budget			£ 13.11	£ -	£ 13.11	TC	SPAA				Minute Ref: 385/2022-23
22.1.24	Castle Water			Water supply			The Greens - Water - Budget			£ 6.82	£ -	£ 6.82	TC	SPAA				Minute Ref: 385/2022-23
19.1.24	Castle Water			Water supply			Assembly Rooms - Water - Budget			£ 38.28	£ -	£ 38.28	TC	SPAA				Minute Ref: 385/2022-23
20.2.24	Castle Water			Water supply			Town Hall - Water - Budget			£ 8.92	£ -	£ 8.92	TC	SPAA				Minute Ref: 385/2022-23
16.2.24	Castle Water			Water supply			Assembly Rooms - Water - Budget			£ 34.09	£ -	£ 34.09	TC	SPAA				Minute Ref: 385/2022-23
16.2.24	Castle Water			Water supply			The Greens - Water - Budget			£ 6.82	£ -	£ 6.82	TC	SPAA				Minute Ref: 385/2022-23
28.2.24	Chubb Fire & Security Ltd			Alarm system maintenance			Town Hall - Budget			£ 79.68	£ 15.94	£ 95.62	TC	SDA FR				Site security
3.1.24	M Coleman Arboricultural			Grounds maintenance			Departmental Budgets			£ 375.00	£ 75.00	£ 450.00	TC	SPAA				Minute Ref: 385/2022-23
7.2.24	M Coleman Arboricultural			Grounds maintenance			Departmental Budgets			£ 375.00	£ 75.00	£ 450.00	TC	SPAA				Minute Ref: 385/2022-23
14.2.24	Ecoheat PH Ltd			Gas safety certification			Community Hall - R&M - Budgets			£ 91.67	£ 18.33	£ 110.00	TC	SPAA				Minute Ref: 385/2022-23
1.2.24	EDF Energy			Electricity			Festive Lighting Reserve Fund			£ 132.80	£ 6.64	£ 139.44	TC	SPAA				Minute Ref: 385/2022-23
22.12.23	EDF Energy			Electricity			Assembly Rooms - Electricity - Budget			£ 97.05	£ 4.85	£ 101.90	TC	SPAA				Minute Ref: 385/2022-23
24.1.24	EDF Energy			Electricity			The Greens - Electricity - Budget			£ 98.16	£ 4.91	£ 103.07	TC	SPAA				Minute Ref: 385/2022-23
27.11.23	EDF Energy			Electricity			The Greens - Electricity - Budget			£ 19.00	£ -	£ 19.00	TC	SPAA				Minute Ref: 385/2022-23
24.1.24	EDF Energy			Electricity			Town Hall - Electricity - Budget			£ 234.11	£ 11.71	£ 245.82	TC	SPAA				Minute Ref: 385/2022-23

1.1.24	FH&DC			Non domestic rates		Assembly Rooms - Rates - Budget	£ 175.00	£ -	£ 175.00	TC	SPAA	Minute Ref: 385/2022-23	
1.1.24	FH&DC			Non domestic rates		Town Hall - Rates - Budget	£ 524.00	£ -	£ 524.00	TC	SPAA	Minute Ref: 385/2022-23	
22.2.24	FH&DC			Planning application fee		Town Hall - R&M - Budget	£ 199.83	£ 10.67	£ 210.50	TC	SDA FR	Re: Proposed air conditioning	
24.1.24	Furley Page LLP			FOI legal fees		Legal & Prof Fees - Budget	£ 780.00	£ 156.00	£ 936.00	TC+C	SDA FR	Emergency legal clarification	
1.2.24	Furley Page LLP			FOI legal fees		Legal & Prof Fees - Budget	£ 220.00	£ 44.00	£ 264.00	TC+C	SDA FR	Emergency legal clarification	
14.2.24	GB Sports & Leisure			Cradle seat		The Greens - R&M - Budget	£ 104.00	£ 20.80	£ 124.80	TC	SPAA	Health & Safety	
7.2.24	Hawkinge Town Council			Civic/charity event		Mayor's Allowance	£ 12.00	£ -	£ 12.00	TC	SDA FR	Payable from Mayor's Allowance	
14.2.24	H&W Tenant			Deposit refund		H&W Deposits Reserve Fund	£ 50.00	£ -	£ 50.00	TC	SDA FR	Routine business/everyday running	
3.2.24	Hythe Town Concert Band			NRTC Christmas concert		Festivities Reserve Fund	£ 300.00	£ -	£ 300.00	TC	SDA FR	Routine business/everyday running	
28.2.24	KALC			Planning conference fees		Recruitment & Training Reserve Fund	£ 70.00	£ 14.00	£ 84.00	TC	SDA FR	Routine business/everyday running	
1.2.24	KCC			Photocopier		Office Equipment - Budget	£ 70.93	£ 14.19	£ 85.12	TC	SPAA	Minute Ref: 385/2022-23	
21.2.24	KCC			Photocopier		Office Equipment - Budget	£ 119.09	£ 23.82	£ 142.91	TC	SPAA	Minute Ref: 385/2022-23	
10.1.24	Mallula Ltd			Cleaning cloths		Cleaning Materials - Budgets	£ 11.58	£ 2.32	£ 13.90	TC	SDA FR	Routine business/everyday running	
1.2.24	Mayor of F'sham Charity			Civic/charity event		Mayor's Allowance	£ 110.00	£ -	£ 110.00	TC	SDA FR	Payable from Mayor's Allowance	
1.2.24	Millennium Quest			Festive lighting repair		Festive Lighting Reserve Fund	£ 325.00	£ 65.00	£ 390.00	TC	SDA FR	Threat to Council services	
8.1.24	MISP Ltd			Polish		Cleaning Materials - Budgets	£ 12.35	£ 2.47	£ 14.82	TC	SDA FR	Routine business/everyday running	
14.2.24	Allotment Tenant			Deposit refund		Allotments Deposits Reserve Fund	£ 110.00	£ -	£ 110.00	TC	SDA FR	Routine business/everyday running	
24.1.24	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	
7.2.24	MPR IT Solutions Ltd			Licences		IT Support - Budget	£ 6,081.60	£ 1,216.32	£ 7,297.92	TC	SPAA	Minute Ref: 385/2022-23	
28.2.24	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	
20.2.24	NH Global UK Ltd			Galvanized tube & fittings		The Greens - R&M - Budget	£ 86.64	£ 17.32	£ 103.96	TC	SDA FR	Site security	
1.2.24	NRIB			Weedkiller		Flagstaff - Grounds Maint - Budget	£ 40.00	£ -	£ 40.00	TC	SDA FR	Routine business/everyday running	
7.2.24	Prestige Paper			A3 paper		Printing & Stationery - Budget	£ 9.13	£ 1.83	£ 10.96	TC	SDA FR	Routine business/everyday running	
24.1.24	Rolfes DIY LLP			Maint mats/small tooling		Departmental Budgets	£ 53.24	£ 10.65	£ 63.89	TC	SPAA	Minute Ref: 385/2022-23	
9.11.23	RBL			Wreath		Mayor's Allowance	£ 27.50	£ -	£ 27.50	TC	SDA FR	Payable from Mayor's Allowance	
9.11.23	RBL			Wreath		Mayor's Allowance	£ 50.00	£ -	£ 50.00	TC	SDA FR	Payable from Mayor's Allowance	
10.1.24	Red Alert Ltd			CCTV contract		Town Hall - Budget	£ 117.00	£ 23.40	£ 140.40	TC	SPAA	Minute Ref: 385/2022-23	
10.1.24	Shaw Rabson			Management fees		Town Hall House - Budget	£ 63.00	£ 12.60	£ 75.60	TC	SDA FR	Routine business/everyday running	
9.2.24	Shaw Rabson & Co			Management fees		THH - Management Fees - Budget	£ 63.00	£ 12.60	£ 75.60	TC	SDA FR	Routine business/everyday running	
10.1.24	SH Bureau			Payroll outsourcing		Payroll Outsourcing - Budget	£ 103.95	£ 20.79	£ 124.74	TC	SPAA	Minute Ref: 385/2022-23	
3.1.24	South East Employers			HR investigation fees		Legal & Prof Fees - Budget	£ 4,550.00	£ 910.00	£ 5,460.00	C+DTC	SDA FR	Urgent time bounded HR matter	
8.1.24	Taryag Trading Ltd			Sticky dots		Printing & Stationery - Budget	£ 4.16	£ 0.83	£ 4.99	TC	SDA FR	Routine business/everyday running	
19.12.23	Three (Hutchison 3g UK)			Mobile phone contracts x 2		Phone/Internet - Budget	£ 26.26	£ 5.25	£ 31.51	TC	SDA FR	Routine business/everyday running	
19.1.24	Three (Hutchison 3g UK)			Mobile phone contracts x 3		Phone/Internet - Budget	£ 22.00	£ 4.40	£ 26.40	TC	SDA FR	Routine business/everyday running	
19.2.24	Three (Hutchison 3g UK)			Mobile phone contracts x 4		Phone/Internet - Budget	£ 22.00	£ 4.40	£ 26.40	TC	SDA FR	Routine business/everyday running	
30.12.23	Trooli			Internet provider		Phone/Internet - Budget	£ 50.00	£ 10.00	£ 60.00	TC	SPAA	Minute Ref: 385/2022-23	
30.1.24	Trooli			Internet provider		Phone/Internet - Budget	£ 50.00	£ 10.00	£ 60.00	TC	SPAA	Minute Ref: 385/2022-23	

[illegible]

## Schedule of Transfers Between Town Council Bank Accounts

01.02.24	Nat West Current Account to Lloyds Current Account	£ 50,000.00	Cheque no: 009971 RFO Financial Regs
13.02.24	Nat West Current Account to Lloyds Current Account	£ 50,000.00	Cheque no: 009972 RFO Financial Regs
20.02.24	Nat West Current Account to Lloyds Current Account	£ 75,000.00	Cheque no: 009973 RFO Resolution
28.02.24	Nat West Current Account to Lloyds Current Account	£ 75,000.00	Cheque no: 009974 RFO Resolution
06.03.24	Nat West Current Account to Lloyds Current Account	£ 75,000.00	Cheque no: 009975 RFO Resolution
18.01.24	Lloyds Current Account to Lloyds Online Instant Access Account	£250,000.00	Online T/F RFO, Chairman & F&GP Chairman
18.01.24	Lloyds Current Account to Lloyds Online Instant Access Account	£250,000.00	Online T/F RFO, Chairman & F&GP Chairman

**RFO's Report – F&GP Meeting on 20<sup>th</sup> March 2024**

**Actions completed since the F&GP Committee meeting held on 17<sup>th</sup> January 2024:**

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

**Other Matters of Report:**

None:

**This concludes my report – RFO 13<sup>th</sup> March 2024**

**RFO's Maintenance Report – F&GP Meeting on 20<sup>th</sup> March 2024**

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

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

**(i) Town Hall**

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

**In hand:**

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

**(ii) Town Hall House and Outbuilding**

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

**In hand:**

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

**(iii) Town Hall Garden**

- Tree works carried out by M Coleman Arboricultural Service.

**In hand:**

- Lawn restoration works.

**(iv) Public Clock**

- None.

**In hand:**

- None.

**(v) Assembly Rooms**

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

**In hand:**

- None.

**(vi) Community Hall (Nursery)**

- Tree works carried out by M Coleman Arboricultural Service.

**In hand:**

- None.

**(vii) Maude Pavilion & Sports Field**

- Tree works carried out by M Coleman Arboricultural Service.

**In hand:**

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

**(viii) Fairfield Road Recreation Ground**

- Tree works carried out by M Coleman Arboricultural Service.

**In hand:**

- Routine maintenance works to play equipment.

**(ix) The Greens / Hut & Winch Site**

- None.

**In hand:**

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

**(x) Allotment Gardens**

- Strimming of vacant plots carried out by Caretaking Team.

**In hand:**

- Removal of fly tipped manure.

**(xi) Flagstaff Land**

- Flagpole lowered by Parish Caretaker along with a team of volunteers.
- Ground preparation works for new flagpole carried out by B E Ames Ltd.
- Horticultural assistance works carried out by NRIB.

**In hand:**

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

**(xii) Coney Banks**

- None.

**In hand:**

- None.

**(xiii) Garden of Remembrance**

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

**In hand:**

- None.

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

- None.



**In hand:**

- Re-siting of street furniture.

**(xv) Vandalism / Antisocial Behaviour**

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

**(xvi) Miscellaneous**

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

**In hand:**

- None.

**This concludes my maintenance report – RFO 13<sup>th</sup> March 2024**

## AGENDA ITEM 10(i).

Quotations for weed spraying on playparks – only 1 required in late spring. Last done 2022.

Weed Management - £350.00 + VAT

M Coleman - £140

Landscape services – quote requested but not received.



**Quote - BCQ54180**

**Fairfield Road Rec (New Romney Town Council)**

**Amenity & Industrial Spray Contractors**



**Site:** Fairfield Road Rec (New Romney Town Council)  
Rolle Lane  
New Romney  
United Kingdom  
TN28 8JR

Weed Management

**Contact:** [REDACTED]  
**Email:** fc.clerk@newromney-tc.gov.uk  
**Date:** 25/01/2024

**Phone:** +441797362348  
**Mobile:**  
**Ref:** BCQ54180

---

**Description:**

Supply & Application of a Total Herbicide to x 2 Play Areas within New Romney TC

**Addresses:**

- The Green play area Madeira Rd, Littlestone, New Romney TN28 8QS
- Fairfield Road recreation area, Rolle Ln, New Romney TN28 8JP

**Areas:**

- The Green play area – weeds growing through safety surfaces, especially beneath/around the pedestal slide, the Pirate play boat, the rocker see-saw, and the disc carousel.
- Fairfield Road recreation area – weeds growing through safety surfaces, beneath/around the toddler multipplay unit, and under the train climbing unit.

**Product:** Glyphosate

**Programme:**

- April
- July
- October

**Conditions:**

All goods supplied by us are of high grade and we believe them to be suitable but, as we cannot exercise control over weather conditions or mechanical operation before, during and after application which may affect the performance of the goods, all conditions and warranties, statutory or otherwise, as to the quality or fitness of our goods are excluded and no responsibility will be accepted by us for any failure in performance or damage arising from their application.

**Note:**

Weed Management Limited have prepared this quotation at the client's request for the use of pesticides on site. It has been produced on the basis that, prior to the use of pesticides, a site-specific Integrated Pest Management (IPM) plan based on the client / landowners' needs has been completed and the outcome justified the use of pesticides.

## Weed Management

### Prices:

Our price for carrying out the work as herein described and including all labour and consumable items are:

**Total Herbicide - Per Application**

£350.00

**Total** £350.00

The prices shown are exclusive of VAT.

### Payment Terms:

**Payment** will be due within 28 days of date of invoice to avoid late payment charges. Any query relating to an invoice discrepancy should be raised in writing within 14 days, otherwise responsibility cannot be accepted.

**Access** – Access and arrangements are to be completed and confirmed by a site representative a minimum of 24 hours in advance of agreed works being undertaken. Any access related issues which prevent works from taking place (including and not limited to: unsuitable ground conditions, denied access) will be subject to wasted journey charges.

**Wasted Journey Charges** – Should we attend site to carry out works and establish that the agreed works are no longer required, or the site representative decides to delay the agreed works, there will be a standard fee applied of 100% of the agreed works value.

## Facilities & Communications Clerk

---

**From:** [REDACTED]  
**Sent:** 28 January 2024 16:45  
**To:** Facilities & Communications Clerk  
**Subject:** Re: Request for quotation for weed spraying in playground areas.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi

Thank you for your contact

You have a copy of my certification for weed killing so thats no prob

We will be looking at £140 to do both site with Phil in attendance.

Thank you

---

**From:** Facilities & Communications Clerk <fc.clerk@newromney-tc.gov.uk>  
**Sent:** 25 January 2024 12:29  
**To:** Facilities & Communications Clerk <fc.clerk@newromney-tc.gov.uk>  
**Subject:** Request for quotation for weed spraying in playground areas.

Good afternoon.

Please could your company quote for some weed spraying on specified areas of The Greens play area, Littlestone, Kent and on the Fairfield Road Recreation Ground, New Romney, Kent, to take place in April/May .

We require a quotation to weed spray:

- The Greens play area – weeds growing through safety surfaces, especially beneath/around the pedestal slide, the Pirate play boat, the rocker see-saw, and the disc carousel.
- Fairfield Road recreation area – weeds growing through safety surfaces, beneath/around the toddler multiplay unit, and under the train climbing unit.

We require a contractor who is licenced and insured. Our Parish Caretaker would be available to work with the contractor to ensure that public are excluded from the area until the spray is dry.

I look forward to hearing from you.

With kind regards

[REDACTED]



[Redacted]  
Facilities and Communications Clerk  
New Romney Town Council  
Email: [fc.clerk@newromney-tc.gov.uk](mailto:fc.clerk@newromney-tc.gov.uk)  
Tel: 01797 362348

Please note: my working hours are Monday to Thursday 9.00am until 2.00pm

**PRIVACY NOTICE:**

*By contacting the Town Council in writing or electronically, you are consenting to the use of your personal information for the purpose of communicating with you in respect of the relevant Council business to which you have referred in your original communication.*

*By replying to any Town Council communication in writing or electronically, you are consenting to the use of your personal information for the purpose of undertaking the Council business to which the communication relates.*

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*All email to and from the Town Council may be monitored in accordance with the council's policies.*

## Facilities & Communications Clerk

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**From:** [Redacted]  
**Sent:** 25 January 2024 16:57  
**To:** Facilities & Communications Clerk  
**Cc:** Copham, Travis - CS Landscapes Services; Compton, Collette - CS Community Services  
**Subject:** Re: Request for quotation for weed spraying in playground areas.

 You don't often get email from ls.office@csltd.org.uk. [Learn why this is important](#)

Good afternoon,

Thank you for your email.

I have passed your enquiry on to our Sales team and someone will be in touch shortly.

In the meantime, if you require any further assistance, please do not hesitate to contact us.

Kind regards,



**Service Advisor | Landscape Services**

[Redacted]  
1 Abbey Wood Road, Kent, ME19 4YT

Commercial Services Group is a trading style of both Commercial Services Trading Ltd (Reg No. 5858178) and Commercial Services Kent Ltd (Reg No. 5858177) – companies wholly owned by Kent County Council. Registered in England and Wales. Registered office: 1 Abbey Wood Road, Kings Hill, West Malling, Kent, ME19 4YT.



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**From:** Facilities & Communications Clerk <fc.clerk@newromney-tc.gov.uk>  
**Sent:** Thursday, January 25, 2024 12:29 PM  
**To:** Facilities & Communications Clerk <fc.clerk@newromney-tc.gov.uk>  
**Subject:** Request for quotation for weed spraying in playground areas.

Good afternoon.

Please could your company quote for some weed spraying on specified areas of The Greens play area, Littlestone, Kent and on the Fairfield Road Recreation Ground, New Romney, Kent, to take place in April/May .

We require a quotation to weed spray:

- The Greens play area – weeds growing through safety surfaces, especially beneath/around the pedestal slide, the Pirate play boat, the rocker see-saw, and the disc carousel.
- Fairfield Road recreation area – weeds growing through safety surfaces, beneath/around the toddler multiplay unit, and under the train climbing unit.



We require a contractor who is licenced and insured. Our Parish Caretaker would be available to work with the contractor to ensure that public are excluded from the area until the spray is dry.

I look forward to hearing from you.

With kind regards



  
Facilities and Communications Clerk  
New Romney Town Council  
Email: [fc.clerk@newromney-tc.gov.uk](mailto:fc.clerk@newromney-tc.gov.uk)  
Tel: 01797 362348

Please note: my working hours are Monday to Thursday 9.00am until 2.00pm

**PRIVACY NOTICE:**

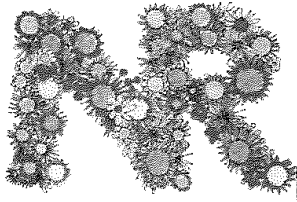
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✿ NEW ROMNEY IN BLOOM ✿

## New Romney in Bloom Community Group (NRIB)

### New Romney Town Council Areas Budget Request Spring/Summer 2024

The following is an estimate of budget requirements for Spring/Summer planting of various New Romney Town Council various sites which NRIB is helping to look after (as agreed with Town Council). The approach being taken generally is to plant evergreen shrubs and perennials to form a permanent structure to reduce costs after the initial planting – as these become established the year-on-year costs should diminish as the need for annuals decreases.

NRIB would like to install a barrier around each of the three flowerbeds on the Flagstaff Land which will act a barrier between the grassed area and the flowerbed. This will also help contain the flowerbed dimensions and prevent the encroachment of grass/weeds onto the flowerbed. See 4 below.

#### 1. Hexagonal Planter High St/West St

- Compost x 4 bags £20
- Plants – small evergreen shrubs\* £50
- Plants – perennials\*3 £50
- Plants – annuals \*1 £25
- Plant food \*2 £20

**Total = £165**

#### 2. Town Hall Window Boxes

- Compost x 1 bag £5
- Plants – small evergreen shrubs\* £20
- Plants – perennials\*3 £20
- Plants – annuals \*1 £10

**Total = £55**

#### 3. Small Memorial Bed St Martin's Field

- Compost x 4 bags £20
- Plants – evergreen plants\* £100
- Plants – perennials\*3 £25
- Plants – annuals \*1 £25

**Total = £170**

#### 4. Flagstaff Land

- Edging for 3 flowerbeds - to form barrier between flowerbed and grassed areas to prevent grass roots encroaching into flowerbeds – to be installed level with grassed areas so as not to cause problems for Town Council's contractor when mowing/strimming

**Option 1** – 4" wide x 4" deep run of concrete around each flowerbed.  
Sharp Sand, Ballast, Cement = **£100 estimate (max)** based on Travis Perkins prices

**Option 2** – 4" metal edging around each flowerbed  
1 x pack of Everedge Classic edging covers 4.75m @ £49.14  
Total linear required is 50m = **£540 + delivery**

Both options discussed with Town Council's contractor [REDACTED] – preferred option is concrete as less likely to cause damage to equipment, it will also be less likely to get damaged by equipment.

Following applies to both options

- 20mm Shingle = 2 x Bulk Bags = **£160.00** based on Travis Perkins prices
- 1 x roll Geotextile Membrane Non-Woven Fleece 105 gsm = **£114** off eBay
- Compost x 3 bags (estimated) per flowerbed = **£50**
- Plants – initial estimated requirements = **£100** (it is hoped to source suitable plants from community/NRIB donations in which case this spend may not be required)

**Total = £160 + £114 + £50 + £100 = £424**

#### Total Costs for each option

**Option 1 Concrete** = £100 + £424 = **£524** (no delivery charges)

**Option 2 Metal** = £540 + £424 = **£964** (plus delivery charge)

\* We would like to add more evergreen shrubs/plants and perennials to introduce some permanency which will also reduce future costs

\*1 We usually obtain free annuals from the local F&HDC Team and if there is sufficient we will use these to help reduce costs, along with other spare plants

\*2 Commercial nursery grade plant food – quantity will cover all NRTC areas for one year

\*3 NRIB sometimes has spare perennials which we will use to help reduce costs



[REDACTED] (Chair)

New Romney In Bloom Community Group

28 February 2024

## Cinque Port Town of New Romney



Mrs C. Newcombe  
Town Clerk

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

Tel: New Romney 01797 362348

### APPLICATION FOR USE OF TOWN COUNCIL-OWNED OR MANAGED LAND

**THE APPLICANT'S ATTENTION IS DIRECTED TO THE TERMS AND CONDITIONS FOR USE OF TOWN COUNCIL-OWNED OR MANAGED LAND ACCOMPANYING THIS FORM.**

**I hereby make an application for use of Town Council-Owned or Managed Land as stated below:-**

ORGANISATION/BUSINESS NAME: Majic Memories

CONTACT:

ADDRESS:

TELEPHONE NOS:

EMAIL:

NAME/ADDRESS TO  
SEND INVOICE TO:  
(If difference from above)

TYPE OF USE: Mobile Catering

DATE(S)/PERIOD OF USE: High Season 1<sup>st</sup> April-31<sup>st</sup> October – Winter Weather Dependant Trading – Christmas Weather Dependant

DAILY OPERATIONAL TIMES: Set up from 11am, Trade from 12noon. High season I would like to request later evening opening, trade until 8pm, pack up off site by 8:30pm on some, not all occasions, mainly weekends. All other trading days to be off site by 7pm. These are approx. times, trading depending, would be no earlier or later.

CHARGE: TBC

KEYS REQUIRED: Yes

RISK ASSESSMENT [INCORPORATING COVID 19] ✓  
ENCLOSED:

~~TO FOLLOW~~ – By 1<sup>st</sup> March

PUBLIC LIABILITY INSURANCE  
(MINIMUM £5 MILLION) EVIDENCE ENCLOSED: ✓

~~TO FOLLOW~~ - By 1<sup>st</sup> March

**DEPOSIT: A DEPOSIT OF BETWEEN £100.00 AND £300.00 IS REQUIRED FOR CERTAIN EVENTS/USAGE, THIS IS AT THE DISCRETION OF NEW ROMNEY TOWN COUNCIL AND IS REFUNDABLE SUBJECT TO THE SITE BEING LEFT IN A SATISFACTORY CONDITION.**

I acknowledge receipt of the Conditions of Hire for Use sent with this form. I accept such conditions in full and I agree that any use resulting from this application shall be subject to such conditions.

26.02.2024

**DATE** -----

**SIGNATURE** -----



PLEASE TAKE YOUR RUBBISH AWAY WITH YOU – THANK YOU

Contact by telephone – Monday & Wednesday 8.30 – 4.30, Friday 8.30 – 3.30  
Payments & Enquiry Office Open 9.00 – 12.00 Noon, Mon. Wed. Fri.

Thank you for taking the time to read my application. I am writing in request for a "pitch" on Littlestone Greens, on offer I have our new fully refurbished 8ft x 6ft mobile catering trailer. Majic Memories Party & Event planning started 3 years ago, when the world began to re-open. As a family we have all put our all into our little business & now we are super excited for our new venture alongside. I have owned various mobile catering businesses and worked in many catering roles over the years giving me experience and qualifications in this field. I am super excited to bring Majic Memories Mobile Catering to The Marsh. Serving up Loaded Hot Dogs, Nachos & Fries. Plus, Popcorn, Candy Floss, Ice Cream Milkshakes, Hot & Cold Drinks. We will also have Marshfield Farm Doggy Ice Cream for all the Pups on their beach walks. We aim to source and use local produce as well as working alongside many local businesses; we hope to continue and expand this.

Our Trailer has all new equipment which run off electric, no gas shall be used on site. I have been to inspect the area of flat grass slightly to the right if you were to stand at Sea Cadets HQ looking towards the gym area. I have been in talks with [REDACTED] and we have a mutual beneficial agreement regarding use of electricity from the Sea Cadet building. If this area were approved by yourselves this would eliminate any noise or pollution from the use of a generator. Risk Assessment to follow for use of electric, this would require a lead to run approx. 8-10M from HQ to the trailer. This would be securely covered with approved cable covering.

My vision is to bring something different to The Marsh on the "fast food" side of things as such. We have many great local food businesses and vendors offering great products, I wanted to try something new. The Greens, Beach and surrounding areas are the most beautiful setting for visits and walks. Our community has supported us from day one, my hope is to continue trying to give back going forward with Majic Memories Mobile Catering.

I am currently awaiting the outside of the trailer to be finished once this is completed I shall forward over some pictures for your consideration, the trailer shall be newly decorated and be of a good standard. All Risk Assessments and other requested documentation I shall have over to you by 1<sup>st</sup> March.



**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 In Bloom Community Group**

[Redacted]

**New Romney**

[Redacted]

Tel:

[Redacted]

Email: **newromneyinbloom@gmail.com**

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

**Local Community Group**

**Affiliated to RHS – No: 31982817**

If applicable:

Total Membership: **53** Target Age Group: **All ages**

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

**As per NRIB Constitution enclosed**

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

**All residents/businesses and visitors to New Romney**

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

**N/A – it is an ongoing scheme requiring grant funding etc on a continuing basis**

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

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

Ratified: 08/10/2012

[Redacted]

£1500 - or whatever the Town Council is prepared to give towards ongoing year on year costs, and tools and equipment, compost, bulbs & plants. In addition, we want to invest in one, may be two, more manageable water bowsers which members can easily move between planters and flowerbeds etc.

A further 2 railing planters were installed last year bringing total to 12 (10 railing (=20 liners) and 2 pavement planters). In addition, we planted over 3000 bulbs bringing the total to over 6000, as well as 105 tree saplings, courtesy of the Woodland Trust, to form a hedge along Lydd Rd – we have a further 420 saplings to be planted to extend the hedge. And of course, we need to maintain:

- the 2 flowerbeds on George Lane/High St verges,
- the Hedged Area on the junction of Church Rd/Station Rd/High St
- the pathway verges linking the High St to Mabledon Close,
- the shrubbery area on Church Rd (opposite the Old School)

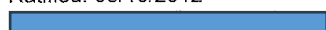
For the summer planting of annuals, we have decided to engage a local nursery to plant up the liners in the railing planters to provide a more consistent display of better-established plants. Experience has shown that we struggle to get sufficient good quality plants for the varying locations and with the demanding climate conditions it's perhaps better to seek advice from the professionals and use their expertise whenever possible. Whilst this does increase costs, but not greatly, we feel this will provide better displays for people to enjoy.

Where is the remaining funding to come from?

N/A – see below

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

Recommended by F&GP Committee: 24/09/2012  
Ratified: 08/10/2012





Fundraising is an ongoing process – applications have been made to County & District Councillors and further applications will be made, and grant providing organisations like the Kent Community Foundation, Roger De Haan Trust, Magnox (Dungeness) and others, and it is hoped local businesses will provide funds through sponsorship/donations. These funds, if realised, will be used for the 2 projects we intend to carry out in 2024, ie enhancements to the Hedged Area opposite Sainsbury's and West St Car Park.


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?

Yes, it is hoped so – research by RHS and other bodies indicates a decline in anti-social behaviour where communities have come together to progress such schemes. Unfortunately, we have suffered some vandalism and theft which has not only upset us but also residents and local shopkeepers – the matter has been reported to the police and our local PC is actively pursuing the matter.

It is pleasing to note that to date the flowerbeds created on George Lane have suffered no damage and the wall in the hedged area at the junction of High St/Church Rd/Station Rd has not suffered from graffiti. However, the pathway leading from the High St to Mabledon Close seems to be a hotspot for discarded litter despite there being a litterbin there – we will consider putting some signage there which may help.


The litter bin installed by LPWRM in the hedged area opposite Sainsburys is well used and helps to reduce the amount of litter on the ground in this area – we will be providing a better means of anchoring the bin in the near future.

I have enclosed the following supporting information:  
Recommended by F&GP Committee: 24/09/2012  
Ratified: 08/10/2012




Copy of latest bank account statement  
Our Constitution

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

Signed:  Date: 15 February 2024

Position (e.g. Chairman, leader)

NRIB Committee Member (Secretary & Fundraiser)

Recommended by F&GP Committee: 24/09/2012  
Ratified: 08/10/2012  


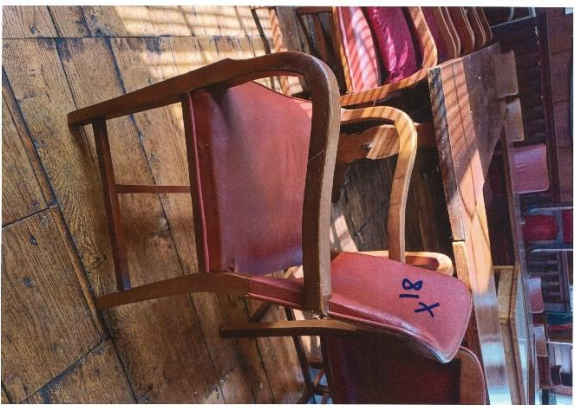
## AGENDA ITEM 14.

### Chamber Chairs

1 x High backed chair

18 x Mid backed chair





### NRTC FINANCE AND GENERAL PURPOSE COMMITTEE – AGENDA ITEM

#### Sea Water Quality Monitoring at Littlestone Beach.

The Town Council were not notified of these readings by either the EA, DEFRA or Southern Water, until the results were published at year end.

EA and DEFRA have now posted a notice at Littlestone Beach to advise against swimming, until the water quality improves.

Water quality will not improve until Southern Water takes action to identify the sources of the IC and E Coli.

In a recent response from the Leader of FHDC, Cllr Jim Martin, he was able to provide a reply to a question raised by Cllr Tony Coper, based on information provided by Southern Water:

“.. from the Southern Water presentation, the problems around Littlestone may be associated with leaking Cess Pits. Southern Water have offered to renew these Cess Pits. Elsewhere, Southern Water have been relining sewers and finding illegal connections and disconnecting them. The problems, however, persist. The latest testing included species markers to try and establish if the E.coli in the sea came from livestock, this extensive testing showed sea bird and human traces in every sample and while there were traces of most livestock these were at very low levels and intermittent. ***The current thinking is the problem is from human sources.***”

Sandgate Parish Council have, for some time, carried out their own sea water sampling and have sent the samples away for analysis. They provide information to local residents on the results of these tests.

The sampling carried out by Southern Water only covers the summer months, May to September, as their results show that the peak of the poor results is in July, corresponding with the influx of visitors to the area.

#### **What testing should be carried out and how much does testing cost?**

There are a number of companies who provide an analysis service for sea water samples. The laboratory test includes 2 important bacteria tests: **Coliform/E.coli and Enterococci** and is ideal to test open water used for swimming and other water sports activities (ie lake, river, pond or sea water) in line with regulations & guidelines.

- **Coliform/E.coli Analysis** tests for coliform bacteria and Escherichia coli (E.coli) are the most important routine microbiological examinations carried out on water. These tests provide a sensitive means for detecting faecal contamination, for assessing raw water quality, the effectiveness of water treatment and disinfection, and for monitoring the quality of potable water in distribution.
- **Enterococci/Streptococci** are commonly found in the faeces of human and warm-blooded animals. The presence of enterococci in recreational water is an indicator of faecal pollution and possible enteric pathogens.

The cost for analysing each sample is £70. Assuming we carry out the same testing frequency, at the same sample point, we would be looking to carry out 20 samples and this would cost £1,400.



NRTC FINANCE AND GENERAL PURPOSE COMMITTEE – AGENDA ITEM

Sea Water Quality Monitoring at Littlestone Beach.

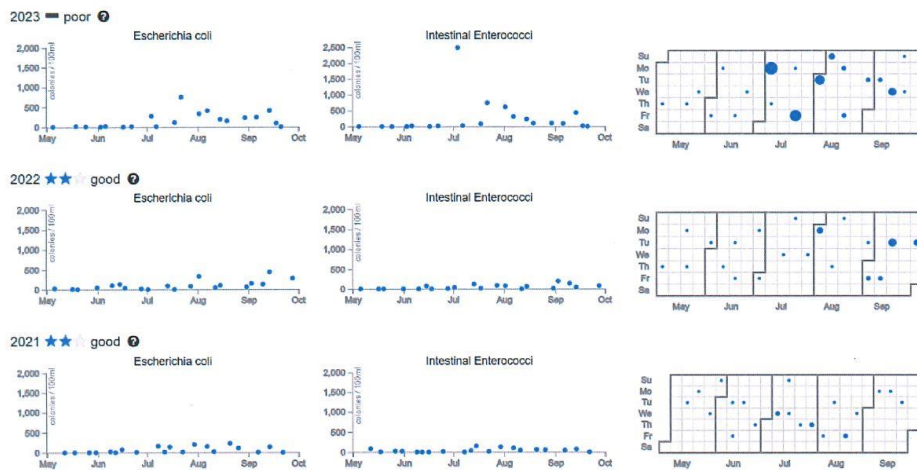
**Background.**

In 2023, The Environment Agency (EA) and Department for Environment, Food and Rural Affairs (DEFRA) changed the classification of the sea water quality on Littlestone Beach from GOOD to POOR. This information has been presented to the NRTC Planning & Environment Committee.

The sea water quality graphs for each year show the following.

- Scatter plots of showing the bacterial concentrations of *intestinal enterococci* (IE) (colonies per 100ml) and *Escherichia coli* (EC) (colonies per 100ml).
- Calendar plots showing the day when each sample was taken and the result of the measurement for both *intestinal enterococci* and *Escherichia coli* (colonies per 100ml). The size of the circles indicating the relative number of colonies per 100ml.

**Littlestone**



As the graphs show, in 2021 and 2022, the water quality was GOOD, however in 2023 the water quality was POOR.

The data for the readings in 2024 are as follows:

Date	EC	IE
20 Sep 23 11:14	< 10	< 10
17 Sep 23 11:22	100	27
13 Sep 23 11:02	420	440
05 Sep 23 13:20	250	98
29 Aug 23 12:20	240	110
18 Aug 23 13:24	160	110
14 Aug 23 11:52	200	240
06 Aug 23 13:14	420	320
01 Aug 23 12:30	340	620
21 Jul 23 12:30	760	750

Showing 1 to 10 of 63 entries

Date	EC	IE
17 Jul 23 12:50	120	91
06 Jul 23 12:20	18	36
03 Jul 23 11:30	280	2500
21 Jun 23 12:26	18	27
16 Jun 23 11:00	< 10	< 10
05 Jun 23 12:05	27	27
02 Jun 23 12:42	< 10	< 10
24 May 23 13:23	18	< 10
18 May 23 11:18	27	< 10
04 May 23 11:51	< 10	< 10

Showing 11 to 20 of 63 entries

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NRTC FINANCE AND GENERAL PURPOSE COMMITTEE – AGENDA ITEM

Sea Water Quality Monitoring at Littlestone Beach.

I would also propose that we sample the water on Greatstone Beach, as a comparison with that of the adjacent Littlestone Beach. If we carry out the same testing frequency, the cost would be £1,400.

This would give a total cost of £2,800 and we could post our results on the Town Council Website and Facebook page.

**Who would carry out the sampling?**

We have a local resident who is qualified and very keen to carry out the sampling.

There is a public meeting planned at the Varne Boat Club on 22<sup>nd</sup> March at 10am and we will be asking for further volunteers to carry out sampling.

**Health and Safety Requirements.**

The Council will have to produce a Risk Assessment and Method Statement to cover sampling and handling the samples. This will be based on the Sandgate Parish Council methodology.

**Proposal.**

I propose that we allocate a sum of £3,000 to Sea Water Quality Sampling in 2024, taken from General Reserves and that we allocate a similar sum in future years, as part of the budget setting process. The sampling will begin in the first week of May 2024.

I propose that the Town Council produces a Risk Assessment and Method Statement, approved by F&GP, to carry out the testing from May 2024.

Cllr Paul Thomas – Chairman – Finance and General Purposes Committee – 12<sup>th</sup> March 2024.

**END**