

# Cinque Port Town of New Romney



Mrs C. Newcombe  
Town Clerk

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

Tel: New Romney 01797 362348

Ref: CN/3005

2<sup>nd</sup> September 2024

Dear Councillor,

**SUMMONS TO ATTEND A MEETING OF NEW ROMNEY TOWN COUNCIL, TO BE HELD IN THE ASSEMBLY ROOMS, CHURCH APPROACH, NEW ROMNEY, ON MONDAY 9<sup>TH</sup> SEPTEMBER 2024 AT 6.45PM.**

You are hereby summoned to attend the above-mentioned meeting of New Romney Town Council to consider the under-mentioned business.

Yours sincerely,

*C. Newcombe*

Mrs C Newcombe  
Town Clerk

Email: [town.clerk@newromney-tc.gov.uk](mailto:town.clerk@newromney-tc.gov.uk)

**PLEASE NOTE:** *The afore-mentioned meeting will commence at 6.45pm.*

***Members of Public are welcome to join this meeting.***

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

## **PUBLIC PARTICIPATION AT TOWN COUNCIL MEETINGS**

### **1. Who can participate in a New Romney Town Council meeting?**

Members of the Public and Press may attend this Council meeting, except at such times as certain sensitive personal, legal or contractual matters may be considered in private and confidential session, when Members of the Public will be required to leave the meeting.

A maximum of THREE members of public may also participate by submitting a question at a meeting. The question must relate to a matter affecting the parish of New Romney and/or its residents. Each submission must last no longer than 3 minutes in total.

Any such question should be delivered to the Council by way of a written statement submitted by email by midday on the day of the Council meeting - to be read out during the meeting. The question submitted should be mindful of the 3 minute speaking time available. The reading of the question will allow for any mid-sentence delivery to be completed before being stopped at the three minute deadline. If any Member of Public does not have access to email, a question can be submitted by email by a representative on their behalf.

Any such questions should be emailed to: [town.clerk@newromney-tc.gov.uk](mailto:town.clerk@newromney-tc.gov.uk) by midday on the day of the Council meeting.

### **2. How and when do I have to let the council know that I want to participate?**

You will need to give written notice (via email or post) that you would like to participate by 3pm on the **Wednesday** before the meeting, providing your name and contact details and a summary of what your question subject will be. No late notifications can be accepted.

### **3. What happens if more than three local residents want to participate by submitting questions to the Council?**

The system will operate on the basis of “first come, first served” as identified by the Clerk. You will be notified as soon as possible after your ‘notification of wish to participate’ has been received as to whether or not you will be able to participate (by reading out your submission).

### **4. What will happen at the Council meeting?**

Your question will be read aloud during the agenda item: Public Questions. If it is possible for the Chairman to provide a response to your question at the meeting, he/she will do so. If it is not possible to provide a response at that time, a response will be provided in writing – usually within 28 days of the meeting taking place.

Agendas and reports for meetings will be available at least 3 working days and usually 7 weekdays before the date of the meeting on the Town Council website. Any supplementary sheets will be available the day before the meeting and can be viewed at [www.newromney-tc.gov.uk](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.

**FULL COUNCIL MEETING  
MONDAY 9<sup>TH</sup> SEPTEMBER 2024 AT 6.45PM**

**PRAYERS** led by the Mayor's Chaplain

**AGENDA**

**1. APOLOGIES:**

To receive and note the apologies of councillors unable to attend.

**2. DISPENSATION TO PARTICIPATE:**

To receive and note any applications granted by the Town Clerk, on behalf of the Town Council, for dispensation to participate in Meetings of New Romney Town Council.

**3. DECLARATIONS OF INTEREST:**

Councillors to declare any Disclosable Pecuniary Interests or Other Significant or Personal Interests they may have in items on the agenda this evening.

**4. REPORT OF THE KENT COUNTY COUNCILLOR:**

To receive the report of the County Councillor for Romney Marsh (who is requested to provide a written copy of the report ahead of the meeting for publication within the electronic meeting agenda).

**5. REPORTS OF FOLKESTONE & HYTHE DISTRICT COUNCILLORS (Encs\*):**

To receive the reports of the District Councillors for New Romney's Town and Coast Wards (who are each requested to provide a written copy of the relevant report ahead of the meeting for publication within the electronic meeting agenda).

**6. ADJOURNMENT OF MEETING:**

To consider formal adjournment of the meeting of the Council for a maximum period of fifteen minutes to allow for an allocated public session.

**7. PUBLIC QUESTIONS:**

Members of the public may put questions to the Chairman of the Council for a period of fifteen minutes regarding matters to do with the town of New Romney and its coastal areas of Littlestone and Greatstone, including items on the agenda. Any Councillors who have declared an "Other Significant Interest" in matters to be

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

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

**8. RE-CONVENING OF MEETING:**

To formally re-convene the meeting of the Council.

**9. MINUTES (Encs\*):**

To approve the minutes of the **Full Council Meeting** held on **12<sup>th</sup> August 2024** (Attached hereto\*).

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

To receive and note the report of the Mayor:

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

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

To receive and note the report of the Town Clerk (Attached hereto\*).

**12. STANDING ORDER No.14:**

The Mayor to consider any questions raised by Councillors about any business of the Council other than such business as has been listed specifically within the agenda, of which proper notice has been given (three working days minimum).

**13. STANDING COMMITTEES (Encs\*):**

To receive and note the minutes of the following Standing Committee meetings and resolutions detailed therein and to ratify any recommendations also detailed therein, if required:

**(i) Personnel Committee**

Meeting held on 5<sup>th</sup> August 2024 (Attached hereto\*)

**(ii) Health and Wellbeing Committee**

Meeting held on 3<sup>rd</sup> September 2024 (To follow\*)

**14. RFO'S FINANCIAL REPORTS FOR 2024-25 (Encs\*):**

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

**15. COUNCIL REPRESENTATIVES' REPORTS:**

To receive and note any **written reports of Representatives on Outside Bodies**, and from Councillors who have attended other meetings or fixtures on behalf of New Romney Town Council since the last ordinary meeting of the Council, if available.

**16. CAPITAL PROJECTS REPORT (Encs\*):**

**(i)** To receive and note the report on Capital Projects currently being undertaken, if available, and take any such action as may be deemed necessary thereon and / or consider any recommendations made therein.

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

**(ii)** To receive and note the Maude Community Centre Project Financial Update Report, if available (To follow\*)

**17. NRTC POLICY DOCUMENTS (Encs\*):**

To approve and adopt draft Town Council Policies and Procedural Documents, as below:

- Policy on Councillor Attendance
- Policy on Protecting and Maintaining Parks and Open Spaces
- Whistleblowing Policy
- Employee Privacy Notice
- Anti-Fraud and Corruption Policy

**18. ASSEMBLY ROOMS CAR PARK (Encs\*):**

**(i)** To review consultant report and take any such action as deemed appropriate thereon (Report to follow\*).

**(ii)** If appropriate, to consider quotations for re-surfacing of the Assembly Rooms Car Park (Attached hereto\*).

**19. EXCLUSION OF PUBLIC AND PRESS:**

To consider exclusion of public and press in accordance with Standing Order No.34 (a), which states that *'in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded [from the meeting] and they are instructed to withdraw'* due to the fact that the following agenda items relate to legal matters.

**20. ON-GOING MATTERS:**

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

**21. PERSONNEL MATTERS:**

To receive and note any report regarding Personnel Matters (Confidential report to follow if appropriate) and take any such action as may be deemed necessary thereon.

**22. LAND AND TENANCY MATTERS:**

To consider matters pertaining to Town Council Land and Tenancies (confidential report to follow if appropriate) and take any such action as may be deemed necessary thereon.

**23. CONCLUSION OF PRIVATE SESSION:**

To consider concluding private session, if appropriate.

NB: Reports or notes of the Personnel Panel will be considered as Private & Confidential as they concern staff matters; and all legal information, documents, agreements or reports may be considered likewise. Other items may be considered as private and confidential if the Town Council deems that it is in the public interest to do so.

Town Clerk – 2<sup>nd</sup> September 2024

## AGENDA ITEM 4



### **DISTRICT COUNCILLOR REPORT NRTC FULL COUNCIL MTG 9<sup>th</sup> September 2024.**

Since our last NRTC Full Council meeting I have taken part in one FHDC (Folkestone and Hythe DC) Planning Committee meeting, an all-member briefing for FHDC Councillors on the new Constitution proposals and a meeting with Environment Agency/Southern Water at Dymchurch Parish Council.

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

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

#### **New Constitution All Member briefing.**

An all-member briefing on the new Constitution took place in the Council Chamber on 28<sup>th</sup> August 2024 at 6pm.

The briefing was led by the FHDC Chief Executive and brought members up to date with the progress of the Constitution Working Group, along with the future programme for full implementation in 2025.

#### ***Outside bodies review.***

The FHDC Officer took members through the proposals for a revised number of Outside Bodies and their respective reporting mechanisms, back to Council or Committee.

#### ***General discussion***

Members raised points of concern following on from some of the queries members have raised recently and which have been formally responded to by the Monitoring Officer.

#### ***Constitution first draft.***

The members were briefed on the first draft of Parts I, II and III of the new constitution.

#### **Local Resident Concerns.**

I am dealing with several ongoing residents' concerns, including drainage ditch management in Littlestone.

#### **Romney Marsh Partnership.**

I have had two update meetings with the FHDC Chief Officer, Place & Growth on the work of the RMP and the replacement of the FHDC Officer supporting the RMP.

The next RMP meeting is planned for 10<sup>th</sup> October 2024.

A workshop is due to take place on 12<sup>th</sup> September 2024 to discuss the future of the Romney Marsh Visitors Centre, with a wide range of FHDC and Local Community representatives.

**Meeting with Environment Agency (EA) & Southern Water at Dymchurch Parish Council regarding bathing water quality at Dymchurch, St Marys Bay & Littlestone.**

Representatives from the EA and Southern Water met with Councillors from Dymchurch Parish Council, Kent County Council and Folkestone and Hythe District Council, along with several concerned residents, to provide an update on the bathing water quality at Dymchurch, St Marys Bay and Littlestone.

I will forward the link to slides presented by the EA & Southern Water when they are made available. Councillors and residents took the opportunity to challenge both the EA and Southern water on their performance and the future plans to address bathing water quality issues.

**Ward Grant Applications.**

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

<b><i>Organisation</i></b>	<b><i>Reason</i></b>	<b><i>Grant Allocation</i></b>	<b><i>Remaining</i></b>
Light Up New Romney	Annual Community Lantern Making, Lantern Parade and Late-Night Shopping supporting High Street businesses.	£350	£2,6250
New Romney Country Fayre	Biggest free event on Romney Marsh and a Community Event Revitalising Community Spirit.	£500	£2,150
Marsh Academy	Contribution towards new 91m x 60m floodlit 3G football pitch	£250	£1,900
CARM (Caring Altogether on Romney Marsh),	Hire fees for the CARM Bridge Meeting Point in New Romney, for the bi-weekly meetings.	£200	£1700

**FHDC Councillor Paul Thomas – 3<sup>rd</sup> September 2024**

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**MINUTES**  
**of**  
**A Meeting of New Romney Town Council**  
**Held in the Assembly Rooms, New Romney**  
**on Monday 12<sup>th</sup> August 2024**  
**Commencing at 6.45pm**

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

**Town Ward:**

**Councillors:** J Davies, E Carr and Rev Cn S McLachlan

**Coast Ward:**

**Councillors:** P Thomas, J Hiscock, P Coe, K Terry, Sarah O'Hare  
L Glover and A Meredith

**In Attendance:**

Town Clerk	-	Mrs C Newcombe
KCC Councillor	-	Cllr A Hills

**IN THE CHAIR**

The Mayor – Councillor J Rivers

In the absence of the Mayor's Chaplain Cllr Rev Cn McLachlan led the Council in prayer.

The formal business of the meeting commenced **@6.45PM.**

171/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Houston	-	due to work commitments
Councillor Hodges	-	for personal reasons
Councillor Carey	-	for personal reasons

NB: Following this meeting, apologies for absence were subsequently received from Cllr Phillips.

172/2024-25 **DISPENSATION TO PARTICIPATE**

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

173/2024-25 **DECLARATIONS OF INTEREST**

**@6.46PM**

Councillor Hiscock declared a Personal Interest in respect of Town Council finance reports due to her employment of a contractor who is also employed by the Town Council. (Minute Ref 184/2024-25 refers)

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Councillor O'Hare declared a Personal Interest in regard to Agenda Item 20 due to being a neighbouring trader. (Minute Ref 190/2024-25 refers)

174/2024-25 **REPORT OF THE KENT COUNTY COUNCILLOR**

The written report from the Kent County Councillor, which included updates relating to Highways, Seawater Quality and Bus Transport was duly received and noted with questions having first been put and answered.

175/2024-25 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas' written report, which included details of meetings attended, Ward Grant funding awarded and the FHDC Corporate Plan and Consultation, was duly received and noted with questions first having been put and answered.

176/2024-25 **ADJOURNMENT OF MEETING**

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

177/2024-25 **PUBLIC QUESTIONS**

None.

178/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

179/2024-25 **MINUTES**

The Chairman presented the minutes of the **Full Council Meeting** held on **9<sup>th</sup> July 2024**, copies of which had been previously circulated to all Councillors, and it was:

**PROPOSED BY:** Councillor Thomas

**SECONDED BY:** Councillor O'Hare

**RESOLVED – that the minutes of the Full Council Meeting held on 9<sup>th</sup> July 2024 be approved and signed as a true and correct record.**

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

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

180/2024-25 **MAYOR'S REPORT AND COMMUNICATIONS**

- (i) The Mayor's report regarding civic engagements attended since the last meeting of Full Council was duly received and noted.
- (ii) A letter of thanks from the New Romney Branch of the Royal British Legion in respect of New Romney's D-Day 80 Commemorations was duly received and noted and it was:

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**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY – that the thanks of the Town Council be conveyed to all Council Officers and Staff for the hard work that went into arranging and implementing the D-Day 80 Commemorations.**

181/2024-25 **TOWN CLERK'S REPORT**

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

**MEETING OF FULL COUNCIL – 12<sup>th</sup> AUGUST 2024**  
**TOWN CLERK'S REPORT**

**Actions completed since the Full Council meeting held on 9<sup>th</sup> July 2024**

- 1) Following **formal approval of the composition of the Personnel Committee for 2024-25**, an initial meeting of the afore-mentioned Committee was scheduled and took place on 5<sup>th</sup> August 2024, at which time the Chairman of the Committee was elected for 2024-25.
- 2) The Organisers of the **Romney Marsh 10k Run 2024** were duly advised that it would not be possible to use St. Martin's Field for car parking.

#### **Additional Items of Report:**

- 1) The **Town Hall stairlift** continues to be problematic; an agenda item has been raised regarding this matter so that any appropriate action can be considered by the Council.
- 2) A Samsung Tablet has now been made available at the Town Hall to provide local, convenient and direct video-call access to **Kent Citizen's Advice**. This has been provided free-of-charge as part of a fully funded project to provide wider access to advice and it is hoped that this service, which will be promoted in the coming weeks, will be of some benefit to our local residents.

Town Clerk

5<sup>th</sup> August 2024

#### 182/2024-25 **STANDING ORDER NO.14**

One question had been submitted in accordance with Standing Order 14 regarding Councillor attendance at meetings and Civic and Community events. The published, detailed response thereto was duly received and noted.

#### 183/2024-25 **STANDING COMMITTEES**

**(i)(a)** Councillor Terry presented the minutes of the **Planning and Environment Committee** meeting held on **10<sup>th</sup> July 2024**, which were duly received and noted.

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**(i)(b)** Councillor Terry presented the minutes of the **Planning and Environment Committee** meeting held on **31<sup>st</sup> July 2024**, which were duly received and noted.

**(iii)** Councillor Davies presented the minutes of the **Finance & General Purposes Committee** meeting held on **24<sup>th</sup> July 2024**, which were duly received and noted.

#### 184/2024-25 **RFO'S FINANCIAL REPORTS FOR 2024-25**

The Clerk presented final payments and receipts and final bank reconciliation for the month of **June 2024**, which were duly received and noted and it was:

**PROPOSED BY:** Councillor Davies  
**SECONDED BY:** Councillor Hiscock

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

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

<b>June 2024</b>	<b>Receipts:</b>	<b>Payments:</b>
NatWest Current Account	£1,366.61	£1,366.61
Unity Trust Current Account:	£13,792.30	£2,316.48
Lloyds Bank Business Account:	£1,087.94	£259,396.16
NatWest Business Reserve Account:	£1,537.90	£192.21
Petty Cash:	£0.00	£38.50
Lloyds Bank Corporate Card:	£671.46	£443.61
Lloyds Bank Instant Access Online Saver	£3,227.00	£0.00
NSIB	£0.00	£0.00

185/2024-25 **COUNCIL REPRESENTATIVES' REPORTS**

There were no Council Representatives' reports on this occasion.

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186/2024-25 **CAPITAL PROJECTS REPORT**

**(i)** The Maude Community Centre Project Report was duly received and noted and it was:

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

**RESOLVED – that formal names for the three main rooms in the Maude Community Centre annex be approved, as below:**

**The Imbert Room**

**The Stringer Room**

**The Palmer Room**

**(ii) The Maude Community Centre Project Financial Update Report was duly received and noted.**

#### 187/2024-25 **INSTALLATION OF THE LORD WARDEN OF THE CINQUE PORTS**

Having received and noted the official Precept and Summons to the formal session of the Grand Court of Shepway and Installation of the Lord Warden of the Cinque Ports on 29<sup>th</sup> October 2024 and having duly considered the requirement to appoint New Romney's representatives at the Grand Court of Shepway, it was:

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

**RESOLVED – that a budget in the amount of £600.00 in respect of the attendance of a total of 9 appointed Combarons, Councillors and Town Representatives, together with the Town Sergeant and Mayor's Sergeant at the occasion of the Installation of the Lord Warden of the Cinque Ports on 29<sup>th</sup> October 2024 be hereby approved; to be allocated from the Confederation Reserve Fund.**

It was then:

**PROPOSED BY:** Councillor Thomas  
**SECONDED BY:** Councillor Rev Cn McLachlan

**RESOLVED – that (i) the delegation of Combarons and associated officials, Councillors and Town Representatives, as identified below be hereby formally appointed to represent New Romney at the occasion of the Installation of the Lord Warden of the Cinque Ports on 29<sup>th</sup> October 2024, together with the Town Sergeant and the Mayor's Sergeant and (ii) the Proper Officer be hereby authorised to sign and seal the official Precept Return, as required, to be witnessed by the Chairman and Vice Chairman of the Council and returned forthwith to the Lord Warden of the Cinque Ports via the official prescribed procedure.**



**New Romney Combarons and Associated Officials:**

**The Right Worshipful the Mayor of New Romney, Cllr J Rivers**  
**Town Clerk, Mrs C Newcombe**  
**The Deputy Mayor of New Romney, Councillor Peter Coe**  
**New Romney Coronation Baron, Cllr P Thomas**  
**Cllr Rev Cn S McLachlan**  
**Cllr J Hiscock**

**The Mayor's Chaplain**  
**Town Sergeant**  
**Mayor's Sergeant**

**New Romney Councillors and Town Representatives:**

**The Mayoress of New Romney**  
**Cllr K Terry\***

\* In such circumstance as the Mayor's Chaplain is unable to attend, Councillor Terry shall, instead, attend as a Combaron of New Romney.

**188/2024-25 REVIEW OF NRTC STRATEGIC PLAN 2023-27**

Having reviewed the Clerk's Strategic Plan 2023-27 Update Report, progress on objectives detailed within the afore-mentioned Strategic Plan was duly noted.

**189/2024-25 FUNDING APPLICATION**

Having duly considered a funding application to support the Marsh Academy 3G Sports Pitch project, it was:

**PROPOSED BY:** Councillor Coe  
**SECONDED BY:** Councillor Hiscock

**RESOLVED – that funding in the sum of £10,000.00 be awarded to the Marsh Academy 3G Pitch project, to be allocated from New Romney Town Council CIL funds relating to planning consents Y18/0524/FH, Y18/0327/SH, Y17/0312/SH.**

**190/2024-25 TOWN SQUARE ANTI-SOCIAL BEHAVIOUR**

In light of a number of reports of excessive noise and anti-social behaviour having been received by a number of authorities, and noting that no application for renewal of the Pavement User Agreement previously issued by the Town Council to Balance Bar in New Romney

High Street and no response to communications to remind the proprietor of the afore-mentioned establishment of the requirement to apply for renewal, it was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Thomas

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**RESOLVED – that (i) no further Pavement User Agreement shall be granted in respect of Balance Bar and the proprietor of Balance Bar shall be notified that all street furniture must immediately and permanently be removed from Town Square and that failure to remove street furniture as instructed by the Town Council will result in further action being taken and (ii) the proprietor of Balance Bar shall also be advised that New Romney Town Council will also be working with Folkestone and Hythe District Council in regard to noise and anti-social behaviour; the afore-mentioned communication to be copied to FHDC Licensing Department.**

191/2024-25 **TOWN HALL STAIR LIFT**

Having duly considered on-going issues with the Town Hall stair lift that was newly installed in 2023, it was:

**PROPOSED BY:** Councillor Davies  
**SECONDED BY:** Councillor Rev Cn McLachlan

**RESOLVED UNANIMOUSLY – that the contractor appointed to supply and instal the Town Hall stair lift be advised that since the stair lift has never been fully working and is not fit for purpose, they are requested to remove the installation immediately and provide a full refund.**

192/2024-25 **ASSEMBLY ROOMS CAR PARK**

Having considered quotations received in respect of re-surfacing the Assembly Rooms Car Park and having noted the significant expenditure required to undertake the afore-mentioned works, it was:

**PROPOSED BY:** Councillor Thomas  
**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that a budget in the maximum amount of £2,000.00 be hereby approved – to be allocated from the 2024-25 Admin & Miscellaneous Budget to appoint a suitably qualified civil engineer to undertake a survey and provide a brief**

**report advising on the best course of action in regard to the Assembly Rooms Car Park prior to proceeding further with this matter.**

**193/2024-25 EXCLUSION OF PUBLIC AND PRESS**

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

**194/2024-25 ON-GOING MATTERS**

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

**195/2024-25 PERSONNEL MATTERS**

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

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**196/2024-25 LAND AND TENANCY MATTERS**

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

**197/2024-25 CONCLUSION OF PRIVATE SESSION**

Not applicable.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded @ **8.30PM**.

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

Minutes prepared by the Town Clerk

### MAYOR'S CIVIC FUNCTION LIST

#### Events attended since the last meeting of Full Council

1. Thursday 15<sup>th</sup> August 2024 - VJ Commemoration: New Romney \*
2. Wednesday 21<sup>st</sup> August 2024 - Hythe Venetian Fete \*
3. Saturday 24<sup>th</sup> August 2024 - Touched By Cancer Charity event
4. Saturday 31<sup>st</sup> August 2024 - International Hop Festival:Faversham \*
5. Monday 2<sup>nd</sup> August September - Opening 'Hub on the Beach':  
Greatstone

\* Accompanied by the Mayoress.

\* Accompanied by the Deputy Mayor.

\* Accompanied by the Town Clerk.

### MEETING OF FULL COUNCIL – 9<sup>th</sup> SEPTEMBER 2024 TOWN CLERK'S REPORT

#### **Actions completed since the Full Council meeting held on 9<sup>th</sup> September 2024**

- 1) A representative and engineer from Higher Elevation visited the Town Hall on Tuesday 3<sup>rd</sup> September in response to the letter issued by the Town Council regarding the stairlift. It was agreed at the meeting that the fault which could now be identified would be rectified on site on the day and that the stairlift warranty would be extended until at least the end of 2024 (to be confirmed in writing) in order that the Town Council can gain confidence in the product. The on-going fault has now been rectified and the stairlift is currently in full working order. On receipt of confirmation in writing of the extended warranty, it will be confirmed that this is acceptable subject to the Town Council reserving the right to enforce the provisions of the Consumer Rights Act and require removal and full refund if further faults arise with the stairlift during the period up to end December 2024
- 2) The Proprietor of Balance Bar has been duly notified that no further Pavement Licence will be issued by the Town Council for use of Town Square. No response has been received. However, no furniture appears to have been placed on Town Square since the notification was issued.

Town Clerk

3<sup>rd</sup> September 2024

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### MINUTES

Of

**A Meeting of New Romney Town Council's Personnel Committee  
Held in the Assembly Rooms, New Romney  
on Wednesday 5<sup>th</sup> August 2024  
Commencing at 10.00am**

**PRESENT:** Councillors J Rivers, P Coe, P Thomas, J Davies and  
Rev Cn S McLachlan

**In the Chair:** Councillor P Thomas

**In Attendance:** Town Clerk - Mrs C Newcombe

The Business of the meeting commenced at 10.00am.

#### 160/2024-25 **ELECTION OF COMMITTEE CHAIRMAN**

Having duly considered the previously approved membership of the Personnel Committee for 2024-25 and having also considered the requisite skills, knowledge and understanding for relevant Committee leadership, nominations for the position of Chairman of the Personnel Committee were called for.

It was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Rivers

That Councillor Thomas be elected as Chairman of the Personnel Committee for the 2024-25 Civic year.

There were no further nominations.

A vote ensued and it was:

**RESOLVED UNANIMOUSLY – that Councillor Thomas be hereby elected as Chairman of the Personnel Committee for the 2024-25 Civic year.**

#### 161/2024-25 **APOLOGIES FOR ABSENCE**

None.

162/2024-25 **DISPENSATION TO PARTICIPATE**

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

074

163/2024-25 **DECLARATIONS OF INTEREST**

None.

164/2024-25 **MINUTES**

(i) Having duly considered the minutes of the Personnel Committee meeting held on 1<sup>st</sup> May 2024, copies of which had been previously circulated to Members of the Personnel Committee, it was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Davies

**RESOLVED – that the minutes of the Personnel Committee meeting held on 1<sup>st</sup> May 2024 be signed as a true and correct record.**

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

The afore-mentioned minutes were signed by the Chairman.

165/2024-25 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

166/2024-25 **FINANCIAL MATTERS**

The updated Personnel Budget Comparison Report 2024-25 was duly received and noted.

167/2024-25 **ANNUAL STAFF APPRAISALS**

It was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – the annual Staff Appraisal Meetings, involving the Town Clerk, Chairman of the Council and Chairman of the Personnel Committee, shall take place on Wednesday 9<sup>th</sup> October 2024.**

168/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

The Clerk advised that there were no confidential matters to be discussed on this occasion and it was not, therefore, necessary to exclude public and press.

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

169/2024-25 **STAFF MATTERS**

**(i) Councillor / Staff Protocols**

It was confirmed that there were no relevant matters of report on this occasion.

075

**(ii) Post Grievance Follow-up**

It was confirmed that there was nothing of report in regard to this matter.

170/2024-25 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.07AM.**

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

Minutes prepared by the Town Clerk



**MINUTES**  
**Of**  
**A Meeting of New Romney Town Council's**  
**Health & Wellbeing Committee**  
**Held in the Council Chamber, New Romney**  
**on Tuesday 3<sup>rd</sup> September 2024**  
**Commencing at 10.00am**

**PRESENT:** Councillors J Rivers, J Hiscock, J Davies, P Coe,  
Rev Cn S McLachlan  
NHS Representatives: 6

**In the Chair:** Councillor J Rivers

**In Attendance:** Facilities and Communications Clerk - Mrs J Ruffhead  
Observer - Cllr P Carey  
Members of the public: 1

Following introductions, the business of the meeting commenced @10.00AM

098/2024-25 **ELECTION OF VICE-CHAIRMAN**

The Chairman called for nominations for the position of Vice-Chairman of the Health & Wellbeing Committee for 2024-25. Having duly considered the requisite skills, knowledge and understanding for relevant Committee leadership, it was:

**PROPOSED BY:** Councillor Coe

**SECONDED BY:** Councillor Rivers

**RESOLVED UNANIMOUSLY - that Councillor J Davies is duly elected as Vice-Chairman of the Health & Wellbeing Committee for the ensuing civic year.**

099/2024-25 **APOLOGIES FOR ABSENCE**

Apologies were received and noted, as follows:

Lisa Barclay (Invicta Health) - For personal reasons

100/2024-25 **DISPENSATION TO PARTICIPATE**

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

101/2024-25 **DECLARATIONS OF INTEREST**

None.

102/2024-25 **MINUTES**

The Chairman presented the minutes of the Health & Wellbeing Committee meeting held on 25<sup>th</sup> June 2024, which were duly received and noted and it was:

**PROPOSED BY:** Councillor Davies

**SECONDED BY:** Councillor Coe

A vote ensued the result of which was:

10 For

1 Abstain

0 Against

**RESOLVED – that the minutes of the Health & Wellbeing Committee meeting held on 25<sup>th</sup> June 2024 be hereby approved as a true and correct record.**

103/2024-25 **NEW ROMNEY NHS PROVISION**

It was noted that Orchard House Surgery has a new landlord who is committed to the area. Improvements to the building are being made and funding has been secured for this. They have some salaried GP's showing interest in vacancies not only in Orchard House, but across Invicta Healthcare. There was a discussion on GP recruitment and need, and on the importance of new GP training and facilities for them.

A discussion took place regarding the concept from the District Council of a Medical Centre on the site of Station Road play park, and the suitability of the site. No new comments have been heard by the medical professionals, and concern was raised that the local council and community were not being involved in any District Council discussions.

Having duly considered all the comments, it was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Coe

**RECOMMENDED UNANIMOUSLY – Following concern from the Committee that no progress has been made on the transfer of the Station Road playpark, by Folkestone and Hythe District Council to New Romney Town Council, due to the District Council's consideration of possible alternative uses, the Chairman requests that New Romney Town Council apply for clarity by contacting Folkestone and Hythe District Council.**

104/2024-25 **LOCAL HEALTH & WELLBEING ISSUES**

(i) It was reported that the Hub on The Beach opened yesterday (Monday) and activities were starting today (Tuesday). There were also spaces available for private rental within the building.

It was noted that the Dial-A-Ride minibus is ready for operation, volunteers have been recruited and are currently being trained, and the service is expected to become operational before the end of the month (September). Annual membership of the scheme will be £20 with additional costs per trip. It will operate over the 100 square miles of the Marsh, plus Ashford and Folkestone hospitals. There was a discussion on the ideas of GP referrals for the scheme, hardship funds, and Surgeries sharing the information with the service about large clinics (eg Vaccination clinics) where a tailored service might be useful. Dialogue was had regarding access to transport for hospitals further away.

Romney Marsh Community Hub (RMCH) has engaged with Quest Prehab to pilot a 6 month project to provide face to face cancer support. Potential clients can self-refer or be referred by their GP.

RMCH now has 2 new peer support groups running, for Stroke sufferers and for Arthritis sufferers.

Romney Marsh Community Hub is about to publish their 5 Year Strategy Plan.

New Issues –

Discussions were had regarding whether Nutritional Needs were being looked at locally by GP's, and also if New Romney Town Council are actioning anything to help with the cost of living and/or reduction of the winter fuel allowance. RMCH will be running the 'Warm Hub' concept project again, this winter.

It was noted that the RSV vaccine roll out started on the 1<sup>st</sup> September, and clinics will be commencing on Saturday, but that there are limited appointments, and additional clinics are planned.

## Successes –

It was noted that Church Lane Surgery is to be congratulated on it's various recent improvements and overall positivity.

(ii) No recommendations were made to (i) New Romney Town Council or (ii) NHS Primary Care Network / Local Health & Wellbeing Providers or other organisations.

### 105/2024-25 **COMMUNITY SERVICE EVENT 2025:**

Having considered the concept of a Community Service Event to publicise what is on offer to local residents in terms of volunteer support and services, it was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Coe

**RECOMMENDED UNANIMOUSLY - that a working party, with members as named below, be set up to plan a Community Service Event.**

Cllr J Rivers – New Romney Town Council

L Taylor – Romney Marsh Community Hub

Cllr P Carey – New Romney Town Council

A Representative to be nominated from Invicta Health

### 106/2024-25 **EXCLUSION OF PUBLIC AND PRESS:**

Not applicable

### 107/2024-25 **CONCLUSION OF PRIVATE SESSION:**

Not applicable

Following a general discussion, in which it was noted that an NHS representative was retiring and would no longer be a member of the committee, the Chairman thanked those present for their attendance and the meeting concluded **@10.58AM**

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

Minutes prepared by the Facilities and Communications Clerk

## AGENDA ITEM 14

### New Romney Town Council 2024/25

#### Bank - Cash and Investment Reconciliation as at 31 July 2024

<u>Confirmed Bank &amp; Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/07/2024	Nat West Current A/c	500.00
31/07/2024	Unity Trust A/c	179,403.02
31/07/2024	Lloyds Bank Business A/c	899,837.49
31/07/2024	Nat West Business Reserve A/c	293,404.05
31/07/2024	Petty Cash	105.96
31/07/2024	Corporate Card	0.00
31/07/2024	Lloyds Bank I/A Online Saver	2,268,047.59
		<b>3,641,298.11</b>
<u>Other Cash &amp; Bank Balances</u>		<b>10,453.00</b>
		<b>3,651,751.11</b>
<u>Unpresented Payments</u>		<b>280.12</b>
		<b>3,651,470.99</b>
<u>Receipts not on Bank Statement</u>		<b>0.00</b>
		<b>3,651,470.99</b>
<b>Closing Balance</b>		
<u>All Cash &amp; Bank Accounts</u>		
1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	179,403.02
3	Lloyds Bank Business A/c	899,837.49
4	Nat West Business Reserve A/c	293,404.05
5	Petty Cash	105.96
6	Corporate Card	-280.12
7	Lloyds Bank I/A Online Saver	2,268,047.59
	Other Cash & Bank Balances	10,453.00
	<b>Total Cash &amp; Bank Balances</b>	<b>3,651,470.99</b>

Date: 15/08/2024

## New Romney Town Council 2024/25

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## Cashbook 1

User: 6880.T.MORRIS

## Nat West Current A/c

For Month No: 4

## Receipts for Month 4

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		500.00					500.00	
FP CREDIT	Banked: 05/07/2024	550.00						
FP CREDIT	BABYSEASHELLS LTD	550.00			1010	215	550.00	Baby Seashells - Rent
	Banked: 08/07/2024	8.35						
AUTO TRANS	Nat West Business Reserve A/c	8.35			215		8.35	AUTO TRANSFER
BACS	Banked: 09/07/2024	669.00						
BACS	Shaw Rabson	669.00		-13.50	1010	205	750.00	Shaw Rabson - THH - Rent
					4362	205	-67.50	Shaw Rabson - THH - Rent
CORRECTION	Banked: 09/07/2024	-669.00						
CORRECTION	Shaw Rabson	-669.00		13.50	1010	205	-750.00	Shaw Rabson - Correction
					4362	205	67.50	Shaw Rabson - Correction
BACS	Banked: 09/07/2024	624.40						
BACS	Shaw Rabson	624.40		-12.60	1010	205	700.00	Shaw Rabson - THH - Rent
					4362	205	-63.00	Shaw Rabson - THH - Fees
	Banked: 15/07/2024	50,000.00						
AUTO TRANS	Nat West Business Reserve A/c	50,000.00			215		50,000.00	AUTO TRANSFER
	Banked: 18/07/2024	22.13						
AUTO TRANS	Nat West Business Reserve A/c	22.13			215		22.13	AUTO TRANSFER
	Banked: 19/07/2024	16.00						
AUTO TRANS	Nat West Business Reserve A/c	16.00			215		16.00	AUTO TRANSFER
	Banked: 26/07/2024	242.56						
AUTO TRANS	Nat West Business Reserve A/c	242.56			215		242.56	AUTO TRANSFER
Total Receipts for Month		51,463.44	0.00	-12.60			51,476.04	
Cashbook Totals		51,963.44	0.00	-12.60			51,976.04	

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## New Romney Town Council 2024/25

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Cashbook 1

User: 6880.T.MORRIS

Nat West Current A/c

For Month No: 4

## Payments for Month 4

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
05/07/2024	Nat West Business Reserve A/c	AUTO TRANS	550.00			215	550.00	AUTO TRANSFER
06/07/2024	Business Stream	D/D	7.76	7.76		500		Bus Stream - Gms WC - Water
08/07/2024	EDF - Supply Isolated	d/d	0.59	0.59		500		EDF - Greens - Electricity
09/07/2024	Lloyds Bank Business A/c	009981	50,000.00			210	50,000.00	T/F Nat West to Lloyds
09/07/2024	Nat West Business Reserve A/c	AUTO TRANS	624.40			215	624.40	AUTO TRANSFER
18/07/2024	Castle Water Ltd	D/D 2	22.13	22.13		500		Castle Water-Ass Rms-Water
19/07/2024	Castle Water Ltd	D/D 3	6.91	6.91		500		Castle - Gms Fountain-water
19/07/2024	Castle Water Ltd	D/D 4	9.09	9.09		500		Castle- T.H - Water
26/07/2024	EDF Energy - A473728D3	D/D 5	224.05	224.05		500		EDF- T.H. - Electricity
26/07/2024	Business Stream	D/D 6	18.51	18.51		500		Bus Stream - Ass Rms - Water
Total Payments for Month			51,463.44	289.04	0.00		51,174.40	
Balance Carried Fwd			500.00					
Cashbook Totals			51,963.44	289.04	0.00		51,674.40	

Date: 15/08/2024

## New Romney Town Council 2024/25

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## Cashbook 2

User: 6880.T.MORRIS

## Unity Trust Current A/c

For Month No: 4

## Receipts for Month 4

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		145,623.07					145,623.07	
CREDIT	Banked: 10/07/2024	35,615.18						
CREDIT	HMRC	35,615.18			105		35,615.18	HMRC - VAT
Total Receipts for Month		35,615.18	0.00	0.00			35,615.18	
Cashbook Totals		181,238.25	0.00	0.00			181,238.25	

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## New Romney Town Council 2024/25

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## Cashbook 2

User: 6880.T.MORRIS

## Unity Trust Current A/c

For Month No: 4

Payments for Month 4				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/07/2024	Three	D/D	27.58	27.58		500			Three - Staff Mobiles - CN-PM
16/07/2024	Castle Water Ltd	D/D 2	70.92	70.92		500			Castle-Grns Toilets-Water
16/07/2024	Corporate Card	D/D	287.73			220		287.73	Corporate Card
26/07/2024	Folkestone & Hythe District Co	D/D 3	1,449.00	1,449.00		500			F&HDC - Toilet Block Cleaning
Total Payments for Month			1,835.23	1,547.50	0.00			287.73	
Balance Carried Fwd			179,403.02						
Cashbook Totals			181,238.25	1,547.50	0.00			179,690.75	



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## New Romney Town Council 2024/25

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## Cashbook 3

User: 6880.T.MORRIS

## Lloyds Bank Business A/c

For Month No: 4

## Receipts for Month 4

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,368,255.67					1,368,255.67	
FPI Banked: 02/07/2024		79.80						
	Sales Recpts Page 315	79.80	79.80		100			Sales Recpts Page 315
BGC Banked: 05/07/2024		33.77						
BGC NSIB		33.77			1080	275	33.77	NSIB - Interest
FPI Banked: 08/07/2024		240.00						
	Sales Recpts Page 316	240.00	240.00		100			Sales Recpts Page 316
Banked: 09/07/2024		50,000.00						
009981 Nat West Current A/c		50,000.00			200		50,000.00	T/F Nat West to Lloyds
FPI Banked: 17/07/2024		69.00						
	Sales Recpts Page 317	69.00	69.00		100			Sales Recpts Page 317
500105 Banked: 23/07/2024		120.00						
	Sales Recpts Page 318	120.00	120.00		100			Sales Recpts Page 318
500106 Banked: 23/07/2024		120.00						
	Sales Recpts Page 319	120.00	120.00		100			Sales Recpts Page 319
REFUND Banked: 24/07/2024		-17.10						
	Sales Recpts Page 310	-17.10	-17.10		100			Sales Recpts Page 310
500107 Banked: 25/07/2024		63.25						
	Sales Recpts Page 325	63.25	63.25		100			Sales Recpts Page 325
500107 Banked: 25/07/2024		150.00						
500107 [REDACTED]		150.00			560		150.00	[REDACTED] - Plot 4a
FPI Banked: 29/07/2024		100.00						
	Sales Recpts Page 320	100.00	100.00		100			Sales Recpts Page 320
FPI Banked: 29/07/2024		3.00						
	Sales Recpts Page 321	3.00	3.00		100			Sales Recpts Page 321
500108 Banked: 30/07/2024		120.00						
	Sales Recpts Page 323	120.00	120.00		100			Sales Recpts Page 323
500109 Banked: 30/07/2024		25.00						
	Sales Recpts Page 324	25.00	25.00		100			Sales Recpts Page 324
FPI Banked: 31/07/2024		60.00						
	Sales Recpts Page 322	60.00	60.00		100			Sales Recpts Page 322
Total Receipts for Month		51,166.72	982.95	0.00			50,183.77	
Cashbook Totals		1,419,422.39	982.95	0.00			1,418,439.44	

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## New Romney Town Council 2024/25

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## Cashbook 3

User: 6880.T.MORRIS

## Lloyds Bank Business A/c

For Month No: 4

## Payments for Month 4

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2024	Trooli Ltd	D/D 1	48.00	48.00		500			Trooli - T.H. Broadband
03/07/2024	Kent Structures Ltd	FPO	100,000.00	100,000.00		500			P/Ledger Electronic Payment
03/07/2024	Kent Structures Ltd	FPO 2	100,000.00	100,000.00		500			P/Ledger Electronic Payment
03/07/2024	Kent Structures Ltd	FPO 3	39,130.23	39,130.23		500			P/Ledger Electronic Payment
03/07/2024	Satswana Ltd	FPO 4	600.00	600.00		500			Satswana - DPO Service
03/07/2024	MPR IT Solutions Ltd	FPO 5	150.38	150.38		500			MPR - VOIP Phone System
03/07/2024	Kent County Council	FPO 6	376.92	376.92		500			KCC - Photocopier
03/07/2024	M Coleman Arborocultural Servi	FPO 7	476.40	476.40		500			M Coleman-Grms-Ground Maint
03/07/2024	BILT Building Merchants	FPO 8	21.65	21.65		500			BILT - S Tools/Cons
03/07/2024	Motive Interiors	FPO 9	270.00	270.00		500			Motive Interiors - A/C Drawing
05/07/2024	British Gas	D/D	34.33	34.33		500			British Gas- Ass Rms - Ga
08/07/2024	Business Stream	D/D 2	14.67	14.67		500			B Stream - T Hall - Drainag
08/07/2024	Business Stream	D/D 3	169.58	169.58		500			P/Ledger Electronic Payment
08/07/2024	Folkestone & Hythe District Co	D/D 4	175.00	175.00		500			P/Ledger Electronic Payment
08/07/2024	Folkestone & Hythe District Co	D/D 7	576.00	576.00		500			P/Ledger Electronic Payment
11/07/2024	Lloyds Bank I/A Online Saver	TRANSFER	250,000.00			225		250,000.00	Fund Transfer
11/07/2024	Kent Pension Fund	FPO	3,018.98			4000	100	1,864.94	Kent Pension Fund - M3
						4005	100	1,136.49	Kent Pension Fund - M3
						4020	100	17.55	Kent Pension Fund - M3
11/07/2024	HM Revenue & Customs	FPO	1,900.45			4000	100	1,177.37	HMRC - M3
						4005	100	723.08	HMRC - M3
11/07/2024	SALARIES	FPO	9,635.24			4000	100	6,312.76	Salaries - M4
						4005	100	3,105.12	Salaries - M4
						4020	100	169.43	Salaries - M4
						4364	275	47.93	Salaries - M4
11/07/2024	Rolfes DIY LLP	FPO 11	118.16	118.16		500			Rolfes - Maint Mats/S Tool
11/07/2024	Guy Hollaway Architects	FPO 12	2,100.00	2,100.00		500			Hollaway MCC - Architect Fees
11/07/2024	Hythe Venetian Fete	FPO	50.00			4385	275	50.00	Venetian Fete - Mayors Allow
17/07/2024	Higher Elevation Limited	FPO 13	30.00	30.00		500			Higher Elevation - T.H.LiftKey
17/07/2024	Sweco UK Ltd	FPO 14	2,400.00	2,400.00		500			Sweco-MCC-ME Fees
17/07/2024	Mayor of N R Charity Account	FPO	10.00			4361	280	10.00	Mayor of NR Ch - Contra
24/07/2024	Euroloos Limited	FPO 15	257.18	257.18		500			Euroloos- Sports Fld - Portalo
24/07/2024	MPR IT Solutions Ltd	FPO 16	475.80	475.80		500			MPR- VOIP System
24/07/2024	Shaw & Sons Limited	FPO 17	564.00	564.00		500			Shaw-Attendance Registers
24/07/2024	Synergy CPC LLP	FPO 18	5,754.00	5,754.00		500			Synergy-MCC- PM Fees
24/07/2024	Vision ICT Ltd	FPO 19	840.00	840.00		500			Vision-website - IT Support
24/07/2024	Romney Marsh Community Hub	FPO	200.00			4345	275	200.00	RMCH - Grant Funding
29/07/2024	Veolia ES (UK) plc	D/D 6	75.17	75.17		500			Veolia - T.H - Waste
31/07/2024	Trooli Ltd	D/D 8	48.00	48.00		500			Trooli-T.H.- Broadband

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New Romney Town Council 2024/25

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Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/07/2024	British Gas	D/D 9	64.76	64.76		500		British Gas-T.H. - Gas
Total Payments for Month			519,584.90	254,770.23	0.00		264,814.67	
Balance Carried Fwd			899,837.49					
Cashbook Totals			1,419,422.39	254,770.23	0.00		1,164,652.16	

Date: 15/08/2024

## New Romney Town Council 2024/25

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## Cashbook 4

User: 6880.T.MORRIS

## Nat West Business Reserve A/c

For Month No: 4

## Receipts for Month 4

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		342,100.95					342,100.95	
	Banked: 05/07/2024	550.00						
AUTO TRANS	Nat West Current A/c	550.00			200		550.00	AUTO TRANSFER
	Banked: 09/07/2024	624.40						
AUTO TRANS	Nat West Current A/c	624.40			200		624.40	AUTO TRANSFER
	INTEREST Banked: 31/07/2024	417.74						
INTEREST	Nat West	417.74			1080	275	417.74	Nat West - Interest
Total Receipts for Month		1,592.14	0.00	0.00			1,592.14	
Cashbook Totals		343,693.09	0.00	0.00			343,693.09	

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## Cashbook 4

User: 6880.T.MORRIS

## Nat West Business Reserve A/c

For Month No: 4

## Payments for Month 4

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/07/2024	Nat West Current A/c	AUTO TRANS	8.35			200	8.35	AUTO TRANSFER
15/07/2024	Nat West Current A/c	AUTO TRANS	50,000.00			200	50,000.00	AUTO TRANSFER
18/07/2024	Nat West Current A/c	AUTO TRANS	22.13			200	22.13	AUTO TRANSFER
19/07/2024	Nat West Current A/c	AUTO TRANS	16.00			200	16.00	AUTO TRANSFER
26/07/2024	Nat West Current A/c	AUTO TRANS	242.56			200	242.56	AUTO TRANSFER
Total Payments for Month			50,289.04	0.00	0.00		50,289.04	
Balance Carried Fwd			293,404.05					
Cashbook Totals			343,693.09	0.00	0.00		343,693.09	

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Petty Cash

For Month No: 4

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	156.11					156.11	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		156.11	0.00	0.00			156.11	

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Payments for Month 4				Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
03/07/2024	Post Office	P/C 8	3.05			4370 275	3.05	Post Office - Postage
04/07/2024	Post Office	P/C 9	7.60			4370 275	7.60	Post Office - Postage
10/07/2024	Spar/Sainsburys	P/C 10	9.85			4360 275	9.85	Spar/Sainsburys - T/H Refresh
10/07/2024	Spar	P/C 11	10.00			4320 275	10.00	Spar - Mobile Top-up - SD
24/07/2024	Post Office	P/C 12	6.10			4370 275	6.10	Post Office - Postage
25/07/2024	Blakemore	P/C 13	13.55			4385 275	13.55	Blakemore - Mayors All - NRCF
Total Payments for Month			50.15	0.00	0.00		50.15	
Balance Carried Fwd			105.96					
Cashbook Totals			156.11	0.00	0.00		156.11	

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## New Romney Town Council 2024/25

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Corporate Card

For Month No: 4

## Receipts for Month 4

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 16/07/2024	287.73						
D/D	Unity Trust Current A/c	287.73			205		287.73	Corporate Card
Total Receipts for Month		287.73	0.00	0.00			287.73	
Balance Carried Fwd		280.12						
Cashbook Totals		567.85	0.00	0.00			567.85	

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## New Romney Town Council 2024/25

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Cashbook 6

User: 6880.T.MORRIS

Corporate Card

For Month No: 4

## Payments for Month 4

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			284.73					284.73	
02/07/2024	Lloyds Bank	FEE TM	3.00			4305	275	3.00	Corporate Card - Fee - TM
10/07/2024	K-MART WHOLESALE LTD	CORP CARD	5.94		0.99	4360	275	4.95	K-MART - Nit Gloves - Sampling
10/07/2024	Amazon	CORP CARD	6.98		1.16	4360	275	5.82	Amazon - Tape - Sampling
10/07/2024	Send It By Ltd	CORP CARD	48.00		8.00	4360	275	40.00	Send It By - P&S - A4 Paper
16/07/2024	Adobe Systems Software Ltd	CORP CARD	198.96			4325	275	198.96	Adobe - Software
22/07/2024	C&R Snacking Ltd	CORP CARD	9.39		1.57	4125	200	3.91	C&R - Cleaning Materials
						4125	210	3.91	C&R - Cleaning Materials
22/07/2024	Amazon	CORP CARD	10.85		1.81	4125	200	4.52	Amazon - Hygiene Supplies
						4125	210	4.52	Amazon - Hygiene Supplies
Total Payments for Month			283.12	0.00	13.53			269.59	
Cashbook Totals			567.85	0.00	13.53			554.32	

Date: 15/08/2024

## New Romney Town Council 2024/25

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Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 4

## Receipts for Month 4

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		2,015,117.66					2,015,117.66	
INTEREST	Banked: 09/07/2024	2,929.93						
INTEREST	Lloyds Bank	2,929.93			1080	275	2,929.93	Lloyds Bank - Interest
					337		2,929.93	Lloyds Bank - Interest
					6001	275	-2,929.93	Lloyds Bank - Interest
Banked: 11/07/2024		250,000.00						
TRANSFER	Lloyds Bank Business A/c	250,000.00			210		250,000.00	Fund Transfer
Total Receipts for Month		252,929.93	0.00	0.00			252,929.93	
Cashbook Totals		2,268,047.59	0.00	0.00			2,268,047.59	

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Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		2,268,047.59						
	Cashbook Totals		2,268,047.59	0.00	0.00			2,268,047.59	

### CAPITAL PROJECTS REPORT

#### (i) Maude Community Centre Project Update Report

The construction of the Maude Community Centre is making good progress, with the slabs for both buildings having now been laid and the annex frame having been installed. The installation of the frame for the main building is currently under way.

The detailed design drawings, which are the responsibility of Kent Structures under the Design and Build Contract, are nearing completion and with this in mind, the layouts for three-off kitchens have been reviewed by the Project Steering Group as well as the Key Stakeholders.

An enquiry has been made via the Project Management Team as to the financial impact of including an external shutter to the rear of the pavilion clubhouse and fire-exit type gate at the bottom of the external fire escape for the main building in line with Kent Police 'Safer by Design' recommendations. A response to this enquiry is currently awaited.

A review of overall project expenditure has shown that the project is very much on track and in line with projected expenditure approximately one-third of the way through the build.

Town Clerk

## **(ii) Maude Community Centre Project Financial Update Report**



### **FINANCIAL REPORT NR 4**

### **THE MAUDE COMMUNITY CENTRE**

at

### **NEW ROMNEY TOWN COUNCIL**

for

### **New Romney Town Council**

**12 August 2024**

Project Ref: 14032

## THE MAUDE COMMUNITY CENTRE

### FINANCIAL REPORT

Report Nr.4

### NOTES/ COMMENTS

Date: 12 Aug 2024

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Ref.	Description
------	-------------

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- |   |   |
|---|---|
| 1 | Works continue in accordance with Kent Structures Ltd's construction programme  |
| 2 | <p>The contractor has advised of an 11 day delay due to ecology matters, which has been agreed in principle, but has yet to submit any formal request for an extension of time.</p> <p>The contractor has advised of a further 4 day delay due to the requirement to carry out probing as a result of the UXO surveys, but has yet to submit a formal request for an extension of time.</p> |
| 3 | No formal Employer's Agents Instructions have been issued to date   |
| 4 | Potential variations currently awaiting instruction will be identified in Appendix B together with associated costs   |
| 5 | Adjustment of Provisional Sum expenditure (excluding Contingency) will be identified in Appendix C  |
| 6 | <p>Key changes in the since the last report include:</p> <ul style="list-style-type: none"><li>Review of claimed extension of time costs for the notified delays</li><li>Allowance for repairs to foul drain / culvert</li><li>Finalisation of UXO survey costs</li><li>Adjustment of pre-contract fees following review</li></ul>  |
| 7 | The combined further effect of variations, anticipated variations and provisional sum expenditure in the intervening period is an increase in overall costs of around £4,700, however the project remains within budget and with a remaining Employer Contingency allowance of around £128,000, as noted on the main summary.   |
| 8 | The fifth valuation has been carried out in the intervening period, and the cashflow section of the Cost Report has been updated to reflect the gross value of works to date.   |



## THE MAUDE COMMUNITY CENTRE

<b>Employer</b> New Romney Town Council Town Hall, High Street New Romney TN28 8BT				<b>Report No:</b>  4
<b>Employers Agent</b> Synergy Construction & Property Consultants LLP 8 / 9 Faraday Road Guildford GU1 1EA				<b>Date of Issue:</b> 12-Aug-24
<b>Contractor</b> Kent Structures Ltd Unit 6, The Glenmore Centre Moat Way, Ashford TN24 0TL				<b>Reference:</b> SY14032
<b>Contract Dates:</b>	<b>Possession:</b> 29-Apr-24	<b>Completion</b> 28-Apr-25	<b>Extended to:</b> 28-Apr-25	<b>Contract dated:</b> 06-Mar-24
<b>Contract Period (in weeks)</b>	<b>Total Weeks</b> 52	<b>Weeks elapsed</b> 15	<b>Weeks Remaining</b> 37	
<b>CONTRACT SUM</b> Less Contingency Related Allowances				<b>£3,291,506</b> £0 <b>£3,291,506</b>
<b>EMPLOYER'S AGENT INSTRUCTIONS:</b> Actual as Appendix A				
Anticipated as Appendix B				
<b>PROVISIONAL SUMS :</b> See Appendix C				
<b>CLAIMS</b> 15 working days claimed in total - to be reviewed. Allowance on account				
<b>Sub-total</b>				<b>£3,319,816</b>
<b>Employer contingency remaining</b> £127,895				<b>£127,895</b>
<b>ANTICIPATED FINAL COST OF MAIN CONTRACT WORKS</b>				<b>£3,447,711</b>
<b>ADDITIONAL CLIENT ITEMS:</b> See Appendix D				<b>£62,500</b>
<b>PROFESSIONAL FEES: - See Appendix E</b>				<b>£106,405</b>
<b>Sub-total</b>				<b>£3,616,616</b>
<b>VALUE ADDED TAX</b> (on construction costs and all fees except planning fee)				<b>EXCLUDED</b>
<b>ANTICIPATED TOTAL FINAL COST OF WORKS</b>				<b>£3,616,616</b>
<b>Delays and Extension of Time</b>				
Delays notified by Contractor to Employers Agent		4 weeks		
Extension of Time Granted by Employers Agent		0 weeks		
Extended date for Completion		28-Apr-25		
				Approved by: J Cook Signed:  Date: 12/08/2024

## APPENDIX A - EMPLOYER'S AGENT INSTRUCTIONS

[illegible]

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## APPENDIX B - POTENTIAL VARIATIONS AWAITING INSTRUCTION

[illegible]

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## APPENDIX C - PROVISIONAL SUMS

[illegible]

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C / 1

## APPENDIX D - CLIENT DIRECT COSTS

Instruction/ Variation	Brief Description		
			Add
	<p align="center"><b><u>CLIENT DIRECT COSTS</u></b></p> <p><b><u>Client Fixtures &amp; Fittings - furniture / specialist fit out etc</u></b></p> <p>Budget</p>		£62,500
	Carried to Summary		£62,500

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## APPENDIX E - PROFESSIONAL AND OTHER FEES

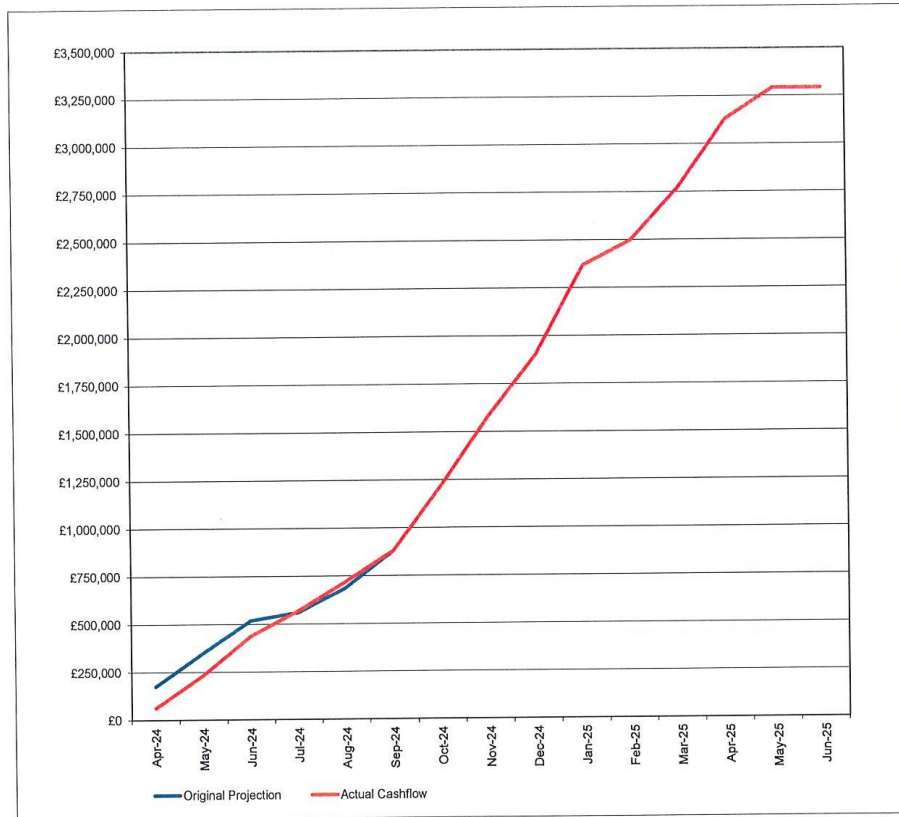
[illegible]

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E / 1



## APPENDIX F - PROJECT CASHFLOW



ORIGINAL PROJECTION							ACTUAL CASHFLOW / REVISED PROJECTION					
	Val Due Date	Gross Projection	Retention	Nett	Previous	Monthly Payment	Gross value	Retention	Nett	Previous	Monthly Payment	
1	15-Apr-24	£175,000	-£5,250	£169,750	£0	£169,750	£62,599	-£1,878	£60,721	£0	£60,721	
2	13-May-24	£350,000	-£10,500	£339,500	£169,750	£169,750	£233,170	-£6,995	£226,175	£60,721	£165,454	
3	13-Jun-24	£518,989	-£15,570	£503,419	£339,500	£163,919	£438,608	-£13,158	£425,450	£226,175	£199,275	
4	15-Jul-24	£560,432	-£16,813	£543,619	£503,419	£40,200	£568,359	-£17,051	£551,308	£425,450	£125,858	
5	13-Aug-24	£687,540	-£20,626	£666,914	£543,619	£123,295	£719,680	-£21,590	£698,090	£551,308	£146,782	
6	13-Sep-24	£881,995	-£26,460	£855,535	£666,914	£188,621	£881,995	-£26,460	£855,535	£698,090	£157,445	
7	14-Oct-24	£1,219,229	-£36,577	£1,182,652	£855,535	£327,117	£1,219,229	-£36,577	£1,182,652	£855,535	£327,117	
8	13-Nov-24	£1,581,424	-£47,443	£1,533,981	£1,182,652	£351,329	£1,581,424	-£47,443	£1,533,981	£1,182,652	£351,329	
9	13-Dec-24	£1,900,762	-£57,023	£1,843,739	£1,533,981	£309,758	£1,900,762	-£57,023	£1,843,739	£1,533,981	£309,758	
10	13-Jan-25	£2,367,431	-£71,023	£2,296,408	£1,843,739	£452,669	£2,367,431	-£71,023	£2,296,408	£1,843,739	£452,669	
11	13-Feb-25	£2,496,773	-£74,903	£2,421,870	£2,296,408	£125,462	£2,496,773	-£74,903	£2,421,870	£2,296,408	£125,462	
12	13-Mar-25	£2,770,305	-£83,109	£2,687,196	£2,421,870	£265,326	£2,770,305	-£83,109	£2,687,196	£2,421,870	£265,326	
13	14-Apr-25	£3,129,024	-£93,871	£3,035,153	£2,687,196	£347,957	£3,129,024	-£93,871	£3,035,153	£2,687,196	£347,957	
14	13-May-25	£3,291,506	-£49,373	£3,242,133	£3,035,153	£206,980	£3,291,506	-£49,373	£3,242,133	£3,035,153	£206,980	
15	13-Jun-25	£3,291,506	-£49,373	£3,242,133	£3,242,133	£0	£3,291,506	-£49,373	£3,242,133	£3,242,133	£0	
16	14-Jul-25	£3,291,506	-£49,373	£3,242,133	£3,242,133	£0	£3,291,506	-£49,373	£3,242,133	£3,242,133	£0	
17	05-May-26	£3,291,506	£0	£3,291,506	£3,242,133	£49,373	£3,319,816	£0	£3,319,816	£3,242,133	£77,683	
TOTAL						£3,291,506						£3,319,816

Note: All figures are exclusive of VAT, which shall be charged at the prevailing rate where applicable



### Appendix XXXXX

## **NEW ROMNEY TOWN COUNCIL**



### **Policy on Councillor Attendance**

#### **Vision Statement**

The purpose of this Policy is to promote efficient administration of Town Council meetings, avoid inquorate meetings and permit timely re-scheduling of meetings when necessary. It also reinforces the requirement for accountability of Members in regard to attendance at Council meetings. In addition to the above, the aim of this Policy is to highlight the roles and responsibilities of Councillors in terms of representing and engaging with the local community and the requirement for public visibility as a key tool for improving engagement and representation and raising the profile of the Council within the local community.

#### **Scope of this Policy**

This Policy is relevant to all New Romney Town Council Members.

#### **Roles and Responsibilities of a Town Councillor**

Key roles of a Town Councillor are:

- To attend and participate in Council meetings and the decision-making process
- To listen to the concerns of local residents
- To act as advocate for their constituents
- To assist in addressing the unique needs and challenges within the local community
- To act as a bridge between local residents and local government
- To represent the Council externally

#### **Attendance at Town Council Meetings**

As an elected (or co-opted) Council Member, Councillors have a duty to attend meetings of the Council. If a Councillor is unable to attend a meeting of the Council – or a Committee of which they are a Member – they must, therefore, convey apologies for absence, together with reasons for absence.

In light of the duty of Councillors to attend relevant Council meetings, Council Members are individually responsible for ensuring that they either attend any meeting for which a summons has been issued or submit a valid reason for non-attendance (not just an apology, which is simply good manners) which shall be formally received and noted and recorded in the minutes of the meeting.



The deadline for receipt of apology and reason for absence is **3.00pm** on the day of the relevant meeting, after which, apologies – whether in writing, by email or by telephone - may not be picked up by the Clerk and will not, therefore, be conveyed or recorded at the relevant meeting.

Apologies for absence, together with reason for non-attendance, must be conveyed directly by the Member to the Clerk in advance of the relevant meeting and not via a third party such as another Member of the Council. If no reason for absence is provided, the apology will not be conveyed at the meeting nor recorded in the meeting minutes. An apology and reason for absence may be conveyed to the Clerk in writing, by email or by telephone.

It is recognised that, on occasion, urgent, last-minute matters or emergencies can arise which may preclude a Councillor from attending a Council meeting. In such instance, whereby such matter has arisen after 3.00pm on the day of the relevant meeting, a Councillor may convey an apology and reason for absence to the Chairman of the Council or relevant Committee Chairman. Occasional conveyance of an apology for absence and reason for non-attendance to the relevant Chairman (only in the afore-mentioned circumstance) shall be an exception and not the norm.

Any Member of the Council who does not attend any meetings of New Romney Town Council for a period of six consecutive months shall automatically be disqualified as a Councillor for New Romney Town Council unless the Member has a Statutory Excuse (Membership of the Armed Forces in time of war) or the reason for absence has been specifically approved by affirmative resolution of the Council before the end of the six month period.\* The Town Clerk, as Proper Officer,\*\* and not the Town Council as the corporate body, has a legal duty to discharge the disqualification, for which there is no right of appeal. Individual Members are, therefore, advised that it is their sole responsibility for monitoring their own attendance at Council meetings.

\* Local Government Act 1972, s85

\*\* Local Government Act 1972, s112

### **Extended Periods of Absence**

If any Councillor becomes aware that they are likely to be absent from Council meetings for an extended period, they are advised to submit a request to the Town Clerk – providing a reason for the extended absence – for formal approval by the Council.

Acceptable reasons for extended absence for which formal approval for absence may be considered by the Council (but not necessarily approved) are:

- Long term illness or hospitalisation
- Temporary disability
- Self-isolation
- Long-term care responsibilities for a close family member
- Armed Forces Reservist duties

Reasons for extended absence for which formal approval will not be considered by the Council are:

- Holiday / Extended travel
- Taking a break from Council duties
- Work commitments

Any request for approved extended absence from meetings will be considered by the Council on its own merits.

### **Recording and Publishing of Attendance Data**

Attendance of all Councillors at relevant Town Council meetings is recorded in the New Romney Town Council Meetings Attendance Register and is published annually within the Council's Annual Report. Data published in respect of each Council Member includes: Total number of relevant meetings; Number of meetings attended per relevant Committee; Total number of meetings attended.

### **Attendance at NRTC Councillor Surgeries, Civic, Town Council-hosted and Community Events**

One of the key responsibilities of a Member of New Romney Town Council is to represent the interests and concerns of local residents. Members of the Town Council also need to be able to demonstrate community leadership as well as their commitment to the Town and its residents and to the work of the Council and to act as role models within the community, encouraging a wider range of local residents to take an interest in what the Town Council does.

The role of Town Councillor extends beyond attending Council meetings; in order to better represent the community and raise the profile of the Council, Members of New Romney Town Council need to actively engage with local residents. New Romney Town Council Members must ensure that they are accessible and approachable and that they are visible within the community - meeting and talking to local residents and providing help and support where needed. In this way, the Town Council can build better relationships with the local community and develop a deeper understanding of the issues that local residents face and their aspirations for New Romney. By being present and responsive, Members of New Romney Town Council can foster greater trust between the local community and the Town Council and develop a greater sense of community cohesion.

In order that Members of New Romney Town Council are able to discharge their responsibilities to engage with and represent local residents to the best of their ability, it is the expectation of New Romney Town Council that its Council Members shall:

- Regularly attend monthly Councillor Surgeries in accordance with the adopted attendance rota
- Attend the Annual Town Meeting
- Attend the Annual Civic Service, Commonwealth Day Flag-Raising Ceremony, Annual Remembrance Sunday Service and Annual Burma Star Association 11/11 Remembrance Ceremony

- Attend the Annual Christmas Reception
- Attend the Annual Christmas Concert
- Attend the 7-yearly New Romney Speaker's Day Event (if during Term of Office)
- Attend any other Civic or Community Event that is organised / hosted by the Town Council

If any Member of the Town Council is unable to attend any of the afore-mentioned events, it is expected that they will convey directly to the Clerk their apologies for absence, together with a reason for non-attendance in the same way they would convey apologies for absence from a Town Council Meeting.

It is also expected that, whenever possible, Members of New Romney Town Council will attend other large-scale community events organised by third-party organisations / committees, such as:

- The Annual New Romney Country Fayre
- The Annual Light Up New Romney Parade

These are all very important opportunities for Members of New Romney Town Council to increase their visibility in the community, to engage actively with their local residents, demonstrate their commitment to the Town and its residents and to promote the work of the Town Council and it is, therefore, not only important, but also an expectation, that New Romney Town Council Members shall attend, whenever possible, to discharge a key responsibility as a Councillor to participate in active public engagement.

In order to increase visibility of Elected Members of New Romney Town Council and to raise the profile of the role of Town Councillor within the community, formal ceremonial robes shall be provided; to be worn by all Councillors attending all Civic Ceremonies, Church Services and Processions in the role of Councillor as well as on the occasion of the statutory Annual Meeting of the Council (Mayor-Making).



## Appendix XXXXX

### NEW ROMNEY TOWN COUNCIL



## Policy on Protecting and Maintaining Public Open Spaces

### Introduction

People of all ages and backgrounds need open spaces close to where they live. It is a well-established fact that good quality open spaces, trees and planting have a positive effect on the mental and general health and well-being of people and on how local people feel about the area in which they live. Attractive, safe and convenient parks and other open spaces contribute positive social, economic and environmental benefits. They help to support biodiversity and wildlife, are good for the environment and contribute to the economic vitality of an area.

Open spaces are valued community assets which improve public health, wellbeing and quality of life.

### Vision

The Town Council aims to provide a range of parks and open spaces across the parish of New Romney with a balance of natural, formal and recreational areas which enhance the Town, contribute to the health and well-being of the local community and visitors alike and generate pride in the area.

The Council will seek to maintain and improve the standard of its parks and open spaces provision by enhancing and developing recreational spaces so that they are welcoming, clean, fun, safe and environmentally sympathetic while encouraging greater biodiversity.

### Policy Statement

New Romney Town Council is responsible for a range of open spaces – some of which are not for general public access but which, nonetheless, are Town assets which are maintained in an appropriate manner according to their current usage.

New Romney Town Council's **Public Open Spaces** are as below:

#### Public Parks

St. Martin's Field, New Romney – formally maintained open parkland surrounded by trees for leisure and recreation

The Greens, Littlestone – informal open coastal grassland for leisure and recreation

### **Outdoor Sports Facilities**

Station Road Sports Field – formally maintained open grass field with formal sports pitches for outdoor team sports, surrounded on two sides by open waterways and trees

### **Public Gardens**

Garden of Remembrance, New Romney – formally maintained public garden with lawned area, shrubs and flowerbeds for quiet contemplation

Flagstaff Land, Littlestone (aka Princess Diana Memorial Garden) – formally maintained public garden with grassed area, shrubs and flowerbeds for quiet contemplation

### **Children's Play Facilities**

Fairfield Road Recreation Ground – enclosed outdoor space comprising large grassed area with trees and children's play equipment for healthy outdoor play

The Greens Play Area, Littlestone – enclosed outdoor grassed space with children's play equipment for healthy outdoor play

### **Outdoor Exercise Facilities**

The Greens Outdoor Gym – enclosed outdoor grassed area with a range of exercise equipment for supporting general health and well-being

### **Allotment Gardens**

Church Lane Allotments, New Romney – Enclosed outdoor space divided into individual allotments for growing of fruit and vegetables by local tenants, supporting physical and mental health and well-being

Other New Romney Town Council **Open Spaces Not for General Public Use** are as below:

Rear of Assembly Rooms, New Romney – informal 'rewilded area' and planted borders around car parking area to encourage pollinators and improve biodiversity

Town Hall Rear Garden – private garden for shared use by tenants of Town Hall House and New Romney Town Council comprising lawned area, shrubs, trees and flowerbeds

Coney Banks, Church Road, New Romney – Natural grassland currently in use as grazing land and housing a number of beehives to support local biodiversity (purchased as additional cemetery land which is not viable and currently retained for investment purposes)

The Council will retain and protect its established Public Open Spaces (as identified above) for recreation, play, sport, health, biodiversity, heritage and climate change mitigation and will aim to ensure that those public open spaces continue to be appropriate to need and adaptable to future requirements.

## **New Romney in Bloom**

The Town Council will continue to work closely with New Romney in Bloom to develop and improve the planted flowerbeds, formal planters and pollinator friendly areas in each of its Public Open Spaces.

### **Trees**

Trees are a highly valued feature of New Romney; they make an enormous contribution to the character and beauty of the town landscape and create and maintain environments rich in biodiversity.

New Romney Town Council values its trees and recognises both the human and environmental benefits of having a healthy and sustainable tree population. The Town Council has a policy of carrying out annual tree surveys and undertaking all works recommended by the suitably qualified tree inspector appointed by the Council to undertake the annual inspections to ensure that all of its trees remain healthy and in a safe condition. If it is necessary for the Town Council to have any tree removed, it has a policy of replacing the removed tree with an appropriate sapling within the parish.



## Appendix XXXXX

### NEW ROMNEY TOWN COUNCIL



## Whistleblowing Policy

### DEFINITION:

#### What is Whistleblowing?

A “whistleblower” is someone who discovers something that is or appears to be wrong and alerts their employer or the relevant authorities to what is going on. The law protects whistleblowers from their employer subjecting them to detriment or dismissal by reason of their having “blown the whistle” and from detrimental treatment by their colleagues. To be protected by the law, the act of whistleblowing must fall within the legal rules and the whistleblower must reasonably believe that their disclosure of wrongdoing is made in the public interest.

### INTRODUCTION AND AIM OF THIS POLICY:

New Romney Town Council is committed to the highest possible standards of openness, transparency and accountability. The Town Council is also committed to supporting its employees. We encourage employees, Members and others working with us who have any concerns about any aspect of our work to come forward and voice those concerns. In some instances, concerns may need to be expressed on a confidential basis.

This Policy encourages employees, agency workers / contractors or Members to raise any serious concerns internally within the Council, without fear of reprisal or victimisation, and provides an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases, it should not be necessary to alert anyone externally.

However, individuals will still be protected in law if they disclose the information to the following:

- A legal adviser in the course of getting legal advice
- A Minister of the Crown
- One of the prescribed persons set out in the Public Interest Disclosure (Prescribed Persons) Order 1999 (e.g. disclosure of a danger to health and safety to the Health and Safety Executive; disclosure of fraud to the Secretary of State for Trade and Industry; disclosure of breach of tax rules to HM Revenue & Customs).

Disclosure to any other person is not generally protected except in very limited circumstances.

Employees are often the first to realise that there may be something seriously wrong within a Council. However, staff may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. They may

also fear harassment or victimisation. Every individual employed by or working for or on behalf of New Romney Town Council can be assured that they not only have the right, but also a duty to report any improper actions or omissions. New Romney Town Council also recognises and appreciates that staff who raise concerns regarding potential malpractice or wrongdoing are an asset to the Council, and not a threat.

Thus, this policy makes it clear that any individual can raise concerns without fear of victimisation, subsequent discrimination or disadvantage.

This policy aims to:

- encourage employees, agency workers / contractors and Council Members to feel confident in raising any serious concerns about the business or conduct of the Council;
- provide avenues to raise those concerns and receive feedback on any action taken;
- ensure that individuals receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied; and
- reassure individuals that they will be protected from possible reprisals or victimisation if they have made any disclosure in good faith.

### **SCOPE OF THIS POLICY:**

This Policy applies to all employees, agency workers and contractors working on behalf of the Town Council as well as Members of New Romney Town Council.

Where any member of staff, contractor / agency worker or Council Member decides to report a serious incident under this Policy, whether anonymous or not, this will be treated as a 'protected, internal disclosure' i.e. the individual can be assured that New Romney Town Council will take all possible steps to ensure that there will be no adverse repercussions for the individual.

Therefore, any serious concerns that an employee, agency worker / contractor or Council Member has about any aspect of the business or conduct of New Romney Town Council, or others acting on behalf of the Council, can be reported under the Whistleblowing Policy whereby the individual raising the concern has a reasonable belief in that concern and it relates to one of the specified areas set out below. A wrongdoing disclosed under this Policy should be in the public interest, this means that it affects others.

The Whistleblowing Policy is intended to cover serious concerns that fall outside the scope of other procedures, in accordance with the Public Interest Disclosure Act 1998. These include:

- conduct which is, has been or is likely to be an offence or breach of law;
- conduct that has occurred, is occurring or is likely to occur the result of which the Town Council fails to comply with a legal obligation. For example unauthorised use of public funds, possible fraud and corruption, or other unethical conduct discrimination of any kind and waste/frivolous expenditure;
- disclosures related to past, current or likely miscarriages of justice;
- past, current or likely serious health and safety risks, including risks to the public as well as other employees (see below);



- past, current or likely serious damage to the environment;
- information relating to the above issues that has been or is likely to be deliberately concealed.

Concerns about any aspect of New Romney Town Council business, service provision or the conduct of Officers/employees or Town Council Members or others acting on behalf of the Town Council, can be reported under the Whistleblowing Procedure. This may be about something that you:

- feel uncomfortable about in terms of known standards, your experience or the standards you believe the Town Council subscribes to: or
- is against the Town Council's Standing Orders and Policies; or
- falls below established standards of practice; or
- amounts to improper conduct .

There are existing procedures in place to enable employees to lodge concerns relating to their own employment or to raise a complaint about any matter that does not fall within the scope of this policy.

### **OTHER COMPLAINTS PROCEDURES:**

This reporting procedure is separate from New Romney Town Council's Complaints procedure, Grievance Procedure and other statutory reporting procedures.

Any investigation into allegations of potential malpractice under this Policy will not influence or be influenced by any disciplinary or redundancy procedure that may already affect an individual.

### **SAFEGUARDING AGAINST HARASSMENT OR VICTIMISATION:**

New Romney Town Council will not tolerate bullying, harassment or victimisation (including informal pressures) and will take action to protect individuals who raise a concern in good faith.

The Town Council will take appropriate action to protect any employee or other relevant individual from criticism, bullying or victimisation when they raise a concern under the scope of this Policy, by supporting the individual and considering action under the appropriate procedure against the person or persons responsible for the reported acts, provided the concerns raised relate to one of the categories covered by the scope of this Policy and provided that the individual:

- discloses the information in good faith;
- believes the concern to be true;
- does not act maliciously or make false allegations; and
- does not seek any personal gain.

There are national guidelines to help you as a whistleblower.

See the government guidance on <https://www.gov.uk/whistleblowing>

**Independent Helpline** - Public Concern at Work on 020 7040 6609

There is also a whistleblowing charity 'Protect' that has a helpline on 020 3117 2520. This helpline offers independent and confidential advice to those who are unsure whether, or how, to raise a public interest concern.

Any employee who criticises, bullies, or victimises a fellow employee, agency worker / contractor or Council Member by reason of their whistleblowing will be liable to potential disciplinary action up to and including dismissal, depending on the seriousness of the conduct.

Any Council Member who criticises, bullies or victimises a Council employee or colleague or any other individual working for or on behalf of the Town Council by reason of their whistleblowing will be liable to be reported to the District Council Monitoring Officer for breaching the adopted Code of Conduct.

### **UNSUBSTANTIATED ALLEGATIONS:**

If an employee or other relevant individual makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them, provided that the individual :

- has disclosed the information in good faith;
- believes the concern to be true;
- does not act maliciously or make false allegations; and
- does not seek any personal gain.

If, however, an allegation is made frivolously, maliciously or for personal gain, disciplinary action may be taken.

### **CONFIDENTIALITY:**

All concerns raised will be treated in confidence but at the appropriate time, the whistleblower may be asked to come forward as a witness, and this will be discussed with them.

### **ANONYMOUS ALLEGATIONS:**

This policy encourages employees, agency workers / contractors and / or Council Members to raise any concern openly (to identify themselves to the appointed Officer responsible for taking forward any concerns raised under this Policy) whenever possible as concerns expressed anonymously are much less powerful than those that are attributed to a named individual.

However, the Council will take all concerns raised seriously and anonymous allegations will be considered and investigated at the Council's discretion.

When carrying out an initial review of any concern raised under the scope of this Policy and / or when exercising the discretion to consider an anonymous allegation, the following factors will be taken into account:

- the seriousness of the issues raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

## **HOW TO RAISE A CONCERN:**

### **General**

Concerns can be raised verbally or in writing. A concern raised in writing should:

- set out the background and history of the concern, giving names, dates and places where possible;
- give the reason why you are particularly concerned about the situation.

The earlier a concern is raised the easier it is to take action. Although it is not expected that the individual raising a concern must prove beyond doubt the truth of an allegation, there is a need to demonstrate to the person contacted that there are sufficient grounds for concern.

A trade union or professional association may raise a matter on behalf of an employee.

### **Step 1 - Raising a concern**

Whenever possible any concern raised under the scope of this Policy should be raised with the Town Clerk. If this is not possible (due to absence of the Town Clerk) or appropriate (due to a concern involving the Town Clerk), you should approach the following according to the nature of the concern:

- Deputy Town Clerk;
- The Town Mayor / Chairman of the Council
- The Chairman of the Personnel Committee

New Romney Town Council has adopted an Anti Fraud and Corruption Policy and all suspected financial irregularities must be reported to the Chief Internal Auditor.

### **Step 2 - How we will respond**

The action the Council takes will depend on the nature of the concern. The matters raised may:

- be investigated internally by an appointed Investigation Panel, Internal Audit or through the disciplinary or other internal process;
- be referred to the Police;
- be referred to the External Auditor;
- form the subject of an independent inquiry.

In order to protect individuals and New Romney Town Council, initial enquiries will be made by the Town Clerk (or other party as detailed in Step 1 above) to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (e.g., Safeguarding Policy, Complaints Procedure) will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

You will receive a communication in writing / by email within ten working days:

- acknowledging that the concern has been received;
- indicating how the Council proposes to deal with the matter;
- informing you if any initial enquiries have been made;

## **CONTACT :**

The amount of contact between the Town Clerk (or other party as identified under Raising a Concern - Step 1 above) and the 'whistleblower' will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought.

## **ATTENDING MEETINGS:**

When any meeting is arranged regarding a concern that an individual employee has raised under the scope of this Policy, they have the right to be accompanied by a trade union representative or a workplace colleague who is not involved in the area of work to which the concern relates.

## **SUPPORT:**

The Town Council will take steps to minimise any difficulties that may be experienced as a result of raising a concern. For instance, if an individual is required to give evidence in criminal or disciplinary proceedings, the Town Council will advise or arrange advice about the procedure.

The Town Council accepts that any individual who raises a concern under the scope of this Policy needs to be assured that concerns will be properly addressed and, subject to legal constraints, will provide information about the outcomes of any investigations.

## **HOW THE MATTER CAN BE TAKEN FURTHER:**

This procedure is intended to provide individuals with an avenue to raise concerns within the Town Council. If you are not satisfied, and feel it is right to take the matter further, the following are possible contact points:

- Public Concern at Work on 020 7404 6609;
- Audit Commission on 020 7630 1019;
- relevant professional bodies or regulatory organisations;
- a solicitor;
- the Police.

If a matter is taken outside the Town Council, you must take all reasonable steps to ensure that confidential or privileged information is not disclosed. If in doubt, check with the Town Clerk and / or the ICO.

## **PUBLIC INTEREST DISCLOSURE**

Public Interest Disclosure Act 1998 gives employees two safeguards in respect of disclosures of information:

- An employee is entitled not be subjected to any detriment by virtue of having made a protected disclosure;
- The dismissal of any Town Council employee directly due to the individual having made such a disclosure will automatically be unfair and the employee will have a right to claim against the Council for Unfair Dismissal.



## Appendix XXXXX

### **NEW ROMNEY TOWN COUNCIL**



## **Employee Privacy Notice**

### **SCOPE OF THIS PRIVACY NOTICE:**

#### **This Notice applies if:**

- You have applied to fill a vacancy with the Town Council and have sent in your CV / Job Application Form but have not been offered employment
- You are employed by the Town Council
- You enter into / participate in a volunteering arrangement with / for the Town Council
- You undertake work experience with the Town Council

The personal information that you provide (such as name, address, email address, telephone number, NI number, Personal Tax Code, copy of P45, CV, application form, signature, photograph) will be processed and stored so that it is possible to identify, you and communicate with you about your role, respond to correspondence from you and, if applicable, to retain information about your employment with the Council and process salary, pension, tax and NI payments in accordance with Employment Law.

If you are not employed by the Town Council, your personal information will not be shared with any third party individual or organisation outside the Town Council. If you are employed by the Town Council, relevant personal information will be shared with the Town Council's appointed Payroll Bureau (Stephen Hill & Associates) and the Town Council's Pension Provider (LGPS Kent Pension Fund), as well as HM Revenue and Customs (HMRC) for the purpose of processing your salary and salary-related deductions. Relevant personal information may also be shared with a Town Council-appointed solicitor, legal representative or other suitably qualified professional appointed to investigate any form of employment dispute in such case as you are involved in a formal Grievance Procedure or other dispute with the Council, Capabilities Procedure or Disciplinary Procedure.

### **The Council's Right to Process Information:**

GDPR Article 6(1)(a)(c) (Data Protection Act 2018)

- Processing of personal information is with the consent of the data subject
- Processing is necessary to comply with legal obligations

### **Securing Personal Data:**

New Romney Town Council takes careful steps to ensure the security of your personal data through electronic means (encryption / password protection / two-step

authentication) as well as adopted policies, internal procedures and proper practices. In this way, we make sure that your personal data is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure.

We only retain your data for the purpose for which it was intended and for no longer than necessary. If you are not a Town Council employee, your personal data will be deleted when it is no longer required and in any case no more than 2 years after you have concluded your activity with the Council (job application and interview / volunteering / work experience ). If you are employed by the Town Council, your personal data will be retained for the duration of your employment and for a statutory period of 6 years thereafter, following which it will be deleted.

### **Consent:**

If you:

- Apply to fill a vacancy with the Town Council and send in your CV / Job Application Form - even if you are not subsequently offered employment
- Are employed by the Town Council
- Enter into / participate in a volunteering arrangement with / for the Town Council
- Undertake work experience with the Town Council

You are deemed to have read this Employee Privacy Notice and to have consented to the collection and processing of your personal information in accordance with this Privacy Notice.

## **YOUR RIGHTS**

### **Access to Information:**

You have the right to request access to the information that we hold about you. You can do this by contacting our designated Information Officer (currently, the Town Clerk).

### **Information Correction:**

If you believe that any of the information that we hold about you is incorrect, you may contact the designated Information Officer to request that it be corrected so that we may keep our records up to date and accurate.

### **Deletion of Information:**

Please contact the Town Council's designated Information Officer (the Town Clerk) if you wish to request that any information that we hold about you is deleted. Please note: the Town Council has a legal obligation to retain personal information about its employees.

### **Right to Object:**

If you believe that your data is not being processed for the purpose it has been collected, you may contact the Town Council's designated Information Officer (the Town Clerk) to object.

### **Rights Relating to Automated Decision Making and Profiling:**

New Romney Town Council does not make use of automated decision making or profiling of data.

### **IN SUMMARY:**

In accordance with the law, New Romney Town Council only collects such personal information as is necessary for correspondence, information, personnel management and service provision. We do not use profiling and we do not sell or pass your personal information to third parties. We do not use your personal information for any purpose other than that for which its collection is intended. We make sure that your data is stored securely. We delete any information deemed to be no longer required. We regularly review our Privacy Policies to ensure that we remain up to date in protecting all personal data.

### **Complaints:**

If you have a complaint regarding the way in which we process your personal data, you may make a complaint in writing to our designated Information Officer: Town Clerk, New Romney Town Council, Town Hall, Nigh Street, New Romney TN28 8BT  
Email: [town.clerk@newromney-tc.gov.uk](mailto:town.clerk@newromney-tc.gov.uk) or to the Information Commissioner's Office: [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.





## Appendix XXXXX

### **NEW ROMNEY TOWN COUNCIL**



## **Anti-Fraud and Corruption Policy**

### **INTRODUCTION:**

This Anti-Fraud and Corruption Policy sets out the Council's framework for preventing and detecting fraud and corruption and the procedure for the reporting, investigation and prosecution of occurrences of fraud and corruption.

#### **Anti-Fraud and Corruption Policy Statement**

*"It is the policy of New Romney Town Council to promote a culture of honesty, openness and fairness, which is committed to assessing and managing all risks associated with fraud and corruption, its prevention, detection and investigation and to actively pursuing the appropriate level of disciplinary, civil or criminal enforcement."*

This Policy should be read in conjunction with the Town Council's approved Standing Orders, Financial Regulations and adopted Whistleblowing Policy.

### **SCOPE OF THIS POLICY:**

This Policy relates to all Members, Officers and Employees of New Romney Town Council as well as all Agency Workers, Contractors or other persons working for, with or on behalf of the Council.

In carrying out its functions and responsibilities, New Romney Town Council will promote a culture of honesty, openness and fairness. The Town Council requires all Members to support and conduct themselves in accordance with the adopted Code of Conduct for Members of New Romney Town Council and with the Nolan Committee's Seven Principles of Public Life as contained within the Relevant Authorities (General Principle) Order 2001. (Appendix A).

The work of all Members, Officers and Employees of the Town Council are also governed by Standing Orders, Financial Regulations, Council Policies and national legislation.

Individuals and organisations external to the Council e.g. suppliers, contractors and services providers, will also be expected to act with integrity and without thought or actions involving fraud and corruption.

### **DEFINITION:**

Fraud and corruption are defined by the Audit Commission as follows:

- *Fraud is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority, which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent.*
- *Corruption is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation, or the deliberate failure to disclose an interest in order to obtain a financial or other pecuniary gain for oneself or another.*

Corruption is also defined to include the deliberate failure to disclose an interest in order to obtain a financial or pecuniary advantage.

Fraud is also defined to include such acts as criminal deception, forgery, blackmail, corruption, theft, conspiracy and concealment of material facts and collusion. Fraud can also be defined as the use of deception with the intention of obtaining an advantage, avoiding an obligation or causing loss to another party.

### **MITIGATION MEASURES:**

New Romney Town Council has a duty to take all actions necessary to manage the risk of fraud and corruption, including the operation of management control systems and the maintenance of an effective system of internal audit.

This Policy identifies a series of measures designed to:

- identify and assess the risk of fraud and corruption
- to prevent and detect fraud and corruption

This policy addresses five general areas:

- Culture
- Prevention
- Deterrence
- Detection, Investigation and Reporting
- Awareness and Training

### **POLICY AIMS:**

The Anti-Fraud and Corruption Policy is designed to protect the Town Council against fraud and corruption either from within or external to the Council.

The aims of the Policy are as follows:

- To promote a culture of honesty and integrity, and opposition to fraud and corruption;
- To assess and manage the risk of fraud and corruption;
- To encourage prevention of fraud and corruption through openness and honesty in all dealings, internal and external;
- To ensure effective systems of internal control are in place to help to prevent fraud;

- To promote detection of fraud by ensuring internal control systems and procedures are regularly monitored and subject to review by Internal Audit;
- To ensure formal systems are in place and are being used to provide information and give confidence to Members, employees, members of the public or third parties who may wish to raise concerns they have on issues associated with the Town Council's activity;
- To investigate thoroughly any allegation of fraud and corruption received;
- To ensure that appropriate enforcement action is taken to address any incident of fraud and corruption.

## **CULTURE:**

The Town Council promotes a culture of honesty, openness and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of public resources are the responsibility of everyone. The elected Members and employees have an important and equal role and responsibility in maintaining this culture.

Members and employees of the Council are actively encouraged to raise any concerns regarding fraud and corruption in the knowledge that such concerns will be treated seriously and, wherever possible, in confidence.

The Town Council will ensure that any allegation received will be taken seriously and investigated in an appropriate manner. Those who defraud the Town Council or who are corrupt or instigate any financial malpractice will be dealt with fairly and firmly. The Council is aware of the need to ensure that any investigation is not misused. Thus, any abuse of the investigation process under this Policy will be dealt with under the Council's disciplinary procedures or via the Monitoring Officer, if appropriate.

Where fraud and corruption have occurred due to a breakdown in internal controls, systems or procedures, the Council will review its risk management and assessments of the area of concern and will work with the Council's internal auditor to ensure that appropriate improvements in the systems of control are implemented in order to prevent a recurrence.

## **PREVENTION:**

New Romney Town Council aims to prevent any incidence of fraud or corruption through:

### **Staff Policies**

The Council is entitled to expect, and obliged to maintain, high standards of conduct among its employees to ensure that public confidence in their integrity, honesty and impartiality is not undermined.

Employees are, therefore, expected to maintain a standard of conduct of the highest level and to work honestly and without bias in order to achieve the Council's objectives.

The Council recognises that a key preventative measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous record and propriety and integrity of potential employees. In this regard temporary and casual employees are treated in the same manner as substantive employees.

The Council will ensure that formal recruitment procedures are followed and, in particular, will obtain written references in respect of potential employees before employment offers are made and contracts of employment have been issued.

Job descriptions and person specifications have been put in place for all employee roles that clearly define duties, responsibilities, and lines of communication. The Council will ensure that all employees are aware of their responsibilities in relation to the prevention of fraud and corruption and copies of this Policy will be made available to all existing employees and distributed to new employees during the induction process.

Employees will be required to work in accordance with the Council's Financial Regulations and Standing Orders and all other employment related Policies of the Council. Staff induction and relevant training and development will help to keep employees up to date with their obligations.

The Council will support with rigour the protection given to employees in its Whistle-Blowing Policy.

### **Roles of Town Clerk and RFO (Responsible Financial Officer)**

The Town Clerk is responsible for communicating this policy within the Council and for ensuring that all employees are aware of Council Standing Orders and Financial Regulations and the RFO, together with the Town Clerk, is responsible for ensuring that relevant requirements of Standing Orders and Financial Regulations are being implemented on a daily basis.

The Town Clerk is expected to develop a management style which will create an environment where employees feel able to approach him / her when they have concerns over suspected irregularities.

Special arrangements will apply where employees are responsible for the handling of cash or are responsible for financial systems which generate payments, which provide for separation of duties.

### **Role of Employees**

The work of employees is governed by the Town Council's Standing Orders, Financial Regulations and other relevant policies.

Employees are responsible for ensuring that they follow instructions given by the Town Clerk and / or RFO, particularly with regard to the control and management of Council assets. Employees are expected to be aware of the possibility that fraud, corruption or theft may occur in the workplace and should be able to share any concerns about conduct of this nature with the Town Clerk and / or RFO. These

concerns should be raised directly using the Council's adopted Whistle-Blowing Policy.

## **Role of Members**

All Members of New Romney Town Council have a duty on behalf of the electorate of New Romney to protect the Council from all Fraud, Corruption and Theft. This is reflected through the adoption of:

- Code of Conduct for Members
- Seven Principles of Public Life
- Council Standing Orders and Financial Regulations
- Council Policies

Members are specifically required to record their financial and other interests and record any receipt or offering of gifts or hospitality in accordance with the requirements set out in New Romney Town Council's adopted Members' Code of Conduct.

Members must also disclose any such interests in the matters under discussion at a meeting of the Council.

## **Role of Internal Control, Audit and Risk Management**

The Council's Standing Orders and Financial Regulations provide the framework within which Officers and Members should act when dealing with the affairs of the Council.

The Financial Regulations provide the framework rules for the management of the Council's financial affairs. The Standing Orders for Contracts and Procurement provide the framework rules for the procurement of all works, goods, materials and services and set out the Council's tendering and contract procedures. Together they help to ensure a high level of financial integrity across the Council's activities.

Significant emphasis is also placed on the implementation and monitoring of financial systems, procedures and controls and every effort is made to continually review and develop these systems in line with best practice to ensure efficient and effective internal controls.

The Town Clerk and the RFO are charged with the responsibility of ensuring that proper internal controls are in place and for reviewing regularly the effectiveness and appropriateness of such controls especially in the deterrence of fraud and monitoring of high risk areas. The adequacy and appropriateness of the Council's financial systems is also independently monitored and reviewed by both internal and external audit.

The Town Clerk will undertake an Annual Corporate Risk Management Assessment to review the Council's responsibilities under Corporate Governance. The RFO will undertake an Annual Insurance and Asset review under the Council's responsibilities for Corporate Governance.

The Town Clerk and the RFO are jointly responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, financial and other systems in accordance with the relevant Accounts and Audit Regulations. Internal audit plays a significant preventative role in ensuring that the relevant systems deter fraud and corruption and will work with management to identify any procedural changes necessary to prevent the Council from exposure to losses. The actions of the internal audit include the undertaking of a number of specific reviews and tests of the relevant financial systems and other arrangements for the protection and detection of fraud.

The external auditor has a responsibility to review the Council's arrangements for preventing and detecting any irregularities, and arrangements are designed to limit the opportunity for corrupt practices. The outcome of these reviews is reported each year in the completed AGAR signed by the external auditor which is presented to Members by the Town Clerk, together with an annual report to Members on the progress and completion of audit work and any major issues highlighted. If appropriate, as an outcome of internal and external audit, Action Plans will be put into place to ensure that any required improvements to internal controls are implemented.

### **Detection, Investigating and Reporting**

The Council's systems of governance, as set out in the Standing Orders and Financial Regulations, and specifically the internal financial control system will incorporate checks, reconciliations, analytical review and internal audit procedures to deter fraudulent and corrupt activity along with a management reporting and monitoring regime which will highlight by exception any unplanned, unexpected or potentially fraudulent activity.

The Council has formal arrangements in place via its Whistleblowing Policy and its Complaints Policy to enable the suspicions and concerns of and information provided by Members, Officers and other third parties to be dealt with confidentially, properly and promptly.

The Council employs a range of preventative systems; in particular, the internal control systems, along with the work of the internal auditor and the implementation of an output audit plan, if appropriate as an outcome of formal internal and/or external audit, should be sufficient in themselves to deter fraud, but they have also been designed to provide indications of any fraudulent activity.

When fraud and corruption does occur, these systems, controls and internal audit activity should, in the majority of cases, assist in revealing the occurrences. However, it is often the alertness of Members, Officers, Employees or members of the public to such indicators that enables detection to occur and the appropriate action to be undertaken when there is evidence that fraud or corruption may have occurred or be in progress.

Sometimes, despite the best efforts of Principle Officers, Members and auditors, frauds are discovered by chance remark or 'tip off'. The Council has in place formal arrangements to enable such information to be properly dealt with.

The Council's Complaints Policy and Whistle blowing Policy also encourage Members, Officers and members of the public to raise any suspicions and concerns as and when they occur.

## **Reporting of Fraud and Corruption**

Council Members and Employees are very important in the Council's stand against fraud and corruption. The concerns of any Officer, Employee or Member will be treated in confidence and will be properly investigated. The Town Clerk will usually be the first contact for an Employee or Member to raise a concern, but if further investigation is deemed necessary, the Town Clerk and / or appointed investigating Panel may deem it necessary for other agencies to become involved, including the:

- Internal Auditor;
- Audit Commission;
- Monitoring Officer
- Police
- Insurance Company

The Town Clerk will be responsible for following up any allegation of fraud or corruption received and will do so through clearly defined procedures. The Council will be robust in dealing with financial malpractice and will deal swiftly and firmly with those who defraud or are corrupt.

There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse such as raising unfounded malicious or vexatious allegations may be dealt with as a disciplinary matter or reported as a breach of Code of Conduct, as appropriate.

The Anti-Fraud and Corruption Policy should be read alongside the Council's Whistleblowing Policy, which formally sets out the procedures relating to the reporting of such concerns by Employees or Members, reassures individuals that they will not suffer repercussions, and encourages those with legitimate concerns to voice them. Members of the Public are also welcome to report concerns, either as a formal complaint or by speaking or writing to any Officer or the Chairman of the Council. The Council's Whistle Blowing Policy and Complaints Policy apply in such cases.

Where a "tip-off" or concern or an implied "tip-off" or concern is received from a member of the public by a Member, Officer or Employee, it must be reported without delay to the Town Clerk so that such concerns can be reviewed in accordance with the Whistleblowing Policy or the Complaints Policy, as appropriate.

## **Investigation of Fraud and Corruption**

Depending on the nature and the anticipated extent of any allegations, the Town Clerk and Internal Auditor will normally work closely with other agencies, such as the Police, to ensure that all the allegations are properly investigated, reported and where appropriate, maximum recoveries are achieved.

The follow up of any allegation of fraud and corruption received either from a Member, Officer, Employee or member of the public will be through the agreed

procedures of the Fraud and Corruption Reporting and Investigation Procedure, which will ensure that:

- Concerns are dealt with promptly and consistently
- All evidence is recorded and the rules of evidence followed
- Evidence is sound and adequately supported
- All evidence is securely held
- Where appropriate the Council's insurers and the police are informed

Following the completion of an investigation, the circumstances will be assessed to determine the need for procedural and system changes to ensure that future risks are eliminated.

#### **Deterrents:**

Fraud, corruption and theft are considered to be serious offences against the Council and employees will face investigation under the Council's Whistleblowing Policy if there is an allegation that they have been involved in any of these activities. Similarly any elected Member will face appropriate action under this Policy if it is shown that they have been involved in fraud, corruption or theft against the Council or have acted otherwise illegally.

Where necessary, following an investigation, the Council's disciplinary procedures will be applied to any employee found to be guilty of improper conduct amounting to theft, fraud or corruption. Any Member found to be guilty of improper conduct amounting to theft, fraud or corruption will be reported to the Monitoring Officer.

Any improper conduct by any party amounting to a criminal offence will also be reported to the Police.

The Council will not seek to cover up cases of theft, fraud or corruption and will seek to ensure, where appropriate, that the results of any external action taken, including prosecutions, are publicised.

In all proven cases where financial loss has occurred and it is in the public interest to do so, the Council will seek to recover such loss and will give consideration to pursuing such recovery in court.



### ASSEMBLY ROOMS CAR PARK

The below matter and associated quotations was deferred from the Full Council Meeting held on 12<sup>th</sup> August 2024 in order that a structural survey of the Assembly Rooms Car Park could be undertaken and advice sought in respect of potential alternative options to fully re-laying the parking surface.

The preliminary report will follow ahead of this meeting. A full and final, detailed report will be issued in writing subsequent to this meeting.

#### **Amended Actions for Consideration:**

In light of the preliminary report details, the Council may wish to proceed with any initial recommendations or to re-consider the below quotations for a full replacement of the parking surface. Alternatively, the Council may wish to defer the matter further to await the final, detailed report, in which case, it may wish to waive Standing Orders relating to spending thresholds and delegate authority to the Finance & General Purposes Committee (next meeting 18<sup>th</sup> September 2024) to make a final decision as to the appropriate way forward and to approve the associated expenditure OR it may wish to defer the matter to the next Full Council meeting 14<sup>th</sup> October 2024.

Extract from F&GP Minutes 22.5.24

#### 027/2024-25 **ASSEMBLY ROOMS CAR PARK**

The verbal report of the RFO in respect of the condition of the Assembly Rooms car park was received and noted. Following due consideration it was:

(i)

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that, due to the health and safety aspect of this matter, Standing Orders be waived to allow the RFO to implement a suitable solution to repair the car park surface.**

(ii)

**PROPOSED BY:** Councillor Davies

**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY – that (i) a budget, in respect of the afore-mentioned repairs, up to a maximum of £15,000.00, be allocated; (ii) to be funded from the Buildings Repair and Restoration Reserve Fund and (iii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained all is in order.**

Due to the high value of quotations submitted, this matter was returned to Full Council for consideration at the meeting which took place on 12<sup>th</sup> August 2024.

Having considered the quotations received in respect of removal and replacement of the parking surface at the rear of the Assembly Rooms, it was the decision of the Council that a Civil Engineer be appointed to carry out a survey of the Assembly Rooms car park and to provide a report and recommendations for review by the Council before proceeding further with this matter.

Extract from Full Council Minutes 12.08.24:

192/2024-25 **ASSEMBLY ROOMS CAR PARK**

Having considered quotations received in respect of re-surfacing the Assembly Rooms Car Park and having noted the significant expenditure required to undertake the afore-mentioned works, it was:

**PROPOSED BY:** Councillor Thomas  
**SECONDED BY:** Councillor Davies

**RESOLVED UNANIMOUSLY – that a budget in the maximum amount of £2,000.00 be hereby approved – to be allocated from the 2024-25 Admin & Miscellaneous Budget to appoint a suitably qualified civil engineer to undertake a survey and provide a brief report advising on the best course of action in regard to the Assembly Rooms Car Park prior to proceeding further with this matter.**



## QUOTATION

Willow Springs  
Lydd Road  
Old Romney  
Romney Marsh  
TN29 9FJ

[info@jpenfold.co.uk](mailto:info@jpenfold.co.uk)  
01797 208403  
07599 242382

Company Number  
13811423

VAT Registration  
Number 405177905

### New Romney Assembly Rooms Carpark

Tarmac Carpark approximately 271m<sup>2</sup>

1. Excavate existing concrete going to a depth of 300mm using a 8 tonne digger with attached breaker/pecker then remove all spoil from site via grab lorry's with from local registered tip company Moores.
2. Supply and lay non woven geotextile weed membrane.
3. Supply and lay crushed concrete and level to a depth of 100mm then machine roll compact.
4. Supply and lay type one/sub base and level to a depth of 100mm then machine roll compact.
5. Supply and lay 68 meters of flat top concrete kerb edgings installing the edgings in concrete, either side of carpark and along the back end.

---

6. Supply and install french drain 300mm depth by 300mm width along the right hand side of carpark between the concrete kerb edging and wall, supplying perforated drainage pipe and gravel.

7. To supply lay and compact 60mm depth of 20mm dense binder course to area size of 271m<sup>2</sup> and compact via twin drum roller.

8. To supply lay and compact 40mm depth of 10mm surface course to area size of 271m<sup>2</sup> and compact via twin drum roller.

For the sum of £38000 + 20%VAT

8 Years Guaranteed

Fully insured  
Machine licensed operators

Yours sincerely,



[PDF](#)[Print](#)

## Crown Construction SE LTD

ESTIMATE

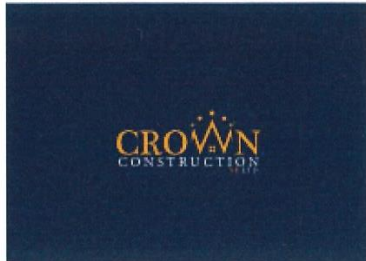
EST0042

DATE

08/01/2024

TOTAL

GBP £34,800.00



VAT # 432031353

2 Rents Ashford, Kent  
England TN231JH

Sort code - 04-06-05

Account number - 20260552

☎ 07494800992

☐ Company Number -  
14433992

crownconstructionse ltd@gmail.com

TO

### New Romney Town Council

DESCRIPTION	AMOUNT
-------------	--------

<b>Tarmac Car Park</b>	£34,800.00
------------------------	------------

I have worked out a quotation for the tarmac at the assembly hall car park as discussed on the site visit

For me and my team to come in dig out and dispose of the existing concrete

We will be digging out to the depth of 260mm

We will be installing a French drain along the wall side of the car park at the depth of 45(LM) which will run into a soak away at the top end of the car park

We will be installing a geotextile weed membrane

Followed by type one subbase at the depth of 170mm (to ensure we have a solid base to work from)

We will be installing flattop Concrete edges around the perimeter of the tarmac approximately 65(LM)

We will be installing inverted man hole covers x4

( Finished surface ) - supply and lay

DESCRIPTION	AMOUNT
-------------	--------

We will be finished with a tarmac surface at the depth of.....

A20 Binder course asphalt at 60mm thick compacted to a hard finish

AC10 SMA Wearing course asphalt at 30mm thick compacted to a hard finish

The whole SQM of the car park is approximately 260m2

£29,000 + Vat

Vat = £5,800

Total price £34,800

We trust that we have Incorporated all of your requirements and look forward to hearing from you in due course

Yours sincerely



Crown Construction SE LTD

Managing Director

<b>TOTAL</b>	<b>GBP £34,800.00</b>
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# 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](mailto:office@beamesltd.co.uk)



## ESTIMATE

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

[fc.clerk@newromney-tc.gov.uk](mailto:fc.clerk@newromney-tc.gov.uk)

1 August 2024

Dear [REDACTED]

**RE: ASSEMBLY ROOMS**

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

### Re-Surfacing Car Parking Area

To Provide labour, plant and material to break out existing concrete surface and remove from site.  
Reduce dig to a depth of 250mm.  
Install 45LM French drain leading to a newly installed soakaway with 20mm shingle finish.  
Supply and install 65LM of flat top concrete path edgings around perimeter of car park.  
Supply and install new Geo Tek membrane.  
Supply and lay 160mm thickness of type one compacted sub base.  
Levels set to falls to new French drain.  
Replace 2 No drainage covers and frames.  
Clean and replace 2 No others.  
Supply and lay AC20 binder course asphalt 60mm thick compacted, AC10 SMA wearing course asphalt 30mm thick, compacted to finish. Total area to be resurfaced 260m<sup>2</sup>.  
Site to be left clean and tidy on completion.

**FOR THE SUM OF:-  
PLUS VAT @ 20%**

**£36,904.00  
£7,380.80  
£44,284.80**

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

Yours sincerely

A solid black rectangular box used to redact the signature of the Director.

**Director**



**Summary:**

	Jesse Penfold	Crown Construction	B E Ames
Cost (Exc VAT)	£38,000.00	£29,000.00	£36,904.00
Excavation Depth	300mm	260mm	250mm
Weed Membrane	Geotextile	Geotextile	Geo Tek
Subbase	100mm Crushed Concrete – Machine Rolled Plus 100mm Type One – Machine Rolled	170mm Type One	160mm Type One
Surface	Lay 60mm Depth	A20 Binder 60mm	AC20 60mm Asphalt binder
Asphalt 30mm	Dense Binder – Compact to 20mm	Compacted to hard finish	compacted Plus AC10 SMA
	Plus 40mm Surface Course – Compact to 10mm	Plus AC10 SMA Asphalt 30mm Compacted to hard finish	compacted to finish
Edging	Flat top Concrete kerb edging	Flat top Concrete kerb edging	Flat top Concrete kerb edging
French Drain	300mm x 300mm Perforated drainage pipe and gravel	45 (LM) drain	45(LM) drain 20mm shingle finish
Drain Covers x 4	Replace 4x drain covers	Install 4 x inverted drain covers	Replace 2 x covers & frames Clean & replace 2 x Drain covers

References/testimonials have been requested from Jessie Penfold Driveways and Landscapes and Crown Construction SE Ltd; having used BE Ames many times we are aware of the standard of their work. Jessie Penfold Driveways and Landscapes has carried out work in Dymchurch, so the Parish Council has been contacted to ascertain whether they were happy with the works. Jessie Penfold Driveways and Landscapes has quoted for a split sub-base of crushed concrete and type one, this use has been researched and it has been ascertained that the use of crushed concrete assists with drainage. BE Ames and Crown Construction have both included the French drain running into a newly installed soak away - all included in the relevant quotations. Penfold Driveways and Landscapes does not include a specific soakaway as the French drain to be installed comprises perforated pipe and, combined with the crushed concrete underneath the tarmac surface, provides an alternative drainage solution.

**Actions:**

- To consider quotations for re-surfacing works to Assembly Rooms Car Park
- To approve funding cost centre (details to follow) and authorise the RFO to settle relevant invoices, when received, having first ascertained that all is in order.



## UPDATE: PRELIMINARY COMMENTS FOLLOWING SURVEY OF ASSEMBLY ROOMS CAR PARK

Dear [REDACTED]

I conducted a survey of the car park yesterday morning following our progress meeting. The main concern identified is the trip hazard between two concrete slabs, caused by one of the slabs sinking over time. This sinking may be attributed to various factors, primarily the sub-base beneath the slab being inadequate in thickness or erosion from rainwater washing away the sediments, creating a void.



Upon assessing the overall condition of the concrete slab car park, it is evident that a repair is not feasible. There is significant damage present, including cracks, sunken slabs, incorrectly graded manhole covers, and potholes. Additionally, there are unknown services installed after the concrete was poured, which could complicate any potential repairs.

Your decision on how much to invest in this car park will guide our approach. We do have a temporary solution to address the health and safety concerns: introducing a saw cut joint and adding concrete to form a ramp. However, please note this is a short-term fix that may last around two years, depending on the usage of the car park. I have attached a photo illustrating this temporary solution.

We will provide a detailed report that will include our recommendations regarding the car park, along with an overview of the other issues identified during the survey. Our aim is to issue this report during the week of 16th September.

Please feel free to reach out if you have any questions before your meeting on Monday.

Many thanks  
Kind Regards

[REDACTED]  
Engineer

Sweco UK Limited | Cambridge

Mobile [REDACTED]

END