

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

6th January 2025

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 13TH JANUARY 2025 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

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 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

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 13TH JANUARY 2025 AT 6.45PM**

PRAYERS led by the Mayor's Chaplain

AGENDA

- 1. APOLOGIES:**
To receive and note the apologies of councillors unable to attend.
- 2. DISPENSATION TO PARTICIPATE:**
To receive and note any applications granted by the Town Clerk, on behalf of the Town Council, for dispensation to participate in Meetings of New Romney Town Council.
- 3. DECLARATIONS OF INTEREST:**
Councillors to declare any Disclosable Pecuniary Interests or Other Significant or Personal Interests they may have in items on the agenda this evening.
- 4. REPORT OF THE KENT COUNTY COUNCILLOR (Encs*):**
To receive the report of the County Councillor for Romney Marsh (who is requested to provide a written copy of the report ahead of the meeting for publication within the 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 **16th December 2024** (Attached hereto*).

10. MAYOR'S REPORT AND COMMUNICATIONS:

To receive and note the report of the Mayor:

- (i) Mayor's Civic Function List.
- (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) Planning & Environment Committee

Meeting held on 18th December 2024 (Attached hereto*)

(ii) Personnel Committee

Meeting held on 18th December 2024 (Attached hereto*)

- 14. RFO'S FINANCIAL REPORTS FOR 2024-25 (Encs*):**
To consider final payments and receipts and bank reconciliations for November 2024, if available. (Attached hereto*)
- 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 Project
(ii) To receive and note the Maude Community Centre Project Financial Update Report, if available (Attached hereto*)

(iii) To approve proposed rent charges for (a) Maude Community Centre Ground Floor Sports Pavilion and (b) Maude Community Centre Annex (Report attached hereto*)
- 17. ST. MARTIN'S FIELD ACCESS (Encs*):**
To receive and note the SMFC Clerk's report regarding access issues at St. Martin's Field and take any action thereon as may be deemed appropriate.
- 18. KALC COMMUNITY AWARDS 2025 (Encs*):**
To consider adopting the KALC Community Award Scheme 2025 and approving a formal NRTC nomination for a Community Award.
- 19. WHITE RIBBON CAMPAIGN (Encs*):**
To receive and note details of the White Ribbon Campaign and accreditation opportunity and take any such action thereon as may be deemed appropriate.
- 20. CINQUE PORTS CONFEDERATION PODCAST:**
(i) To approve costs in the amount of £1,000.00 excluding VAT for development and publication of a New Romney Podcast through the Cinque Ports Confederation, to be funded from the Confederation Reserve Fund. (Clerk to report)

(ii) To appoint a nominated Councillor to be interviewed about the Civic history of New Romney for the podcast.

21. 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.

22. 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.

- Maude Community Centre (formerly CHSPN) s106 Agreement

23. 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.

24. 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.

25. 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 – 6th January 2025



**Tony Hills KCC member for the Romney Marsh Division Report
January 2025**

Happy New Year
2025

Wishing you all on the Romney Marsh a very happy and peaceful New Year.

What will the New Year bring

I thought I would take this opportunity to commit to you our residents that everything I will do this year will be seen through a lens of putting the Romney Marsh first.

My resolutions for this year are:

Sorting out the Marshes long term flood risk.

Improving water quality for Hythe Bay

Getting better measurement and control of water quality

Making sure the Marsh gets its fair share of highways spending

Fighting to protect the Marsh from over development

Bringing in a new nuclear power station to Dungeness

South Kent Energy Park

The plan for the solar farm at Old Romney. I am hoping to meet with 'Lo Carbon' later this month. I realised that the agreement to proceed will be given by the Secretary of State, but my driving concern is to make sure that Marsh residents of Old Romney will not lose out. Also, the Marsh infrastructure is improved.

Local Democracy

The Government is determined to change how our local democracy will be delivered.

The English devolution 'white paper' that the government produced just before Christmas talks about a new framework.

As I see it this will be the biggest change we have seen in over fifty years for Kent. It will affect all levels of local government.

Kent will have a Mayoral Strategic Authority. No details yet but I guess it will work with leaders of the Tier 2 organisations to decide the County's strategy.

District councils, our 12 District Councils will be reorganised into I think 3 or 4 Unitary Councils (including Medway) the aim of government is to have unitary councils of around 500k of residents, Kents population, I believe Kents growing population is around 1.9 billion.

Then we come to Parish Councils, these organisations concern me the most, as I see it a lot more responsibilities could be placed on their shoulders. Taking over toilets, play areas and the like.

There are no details now, but these ideas have been kicking around for some time, but the current government has put 'Rocket Boosters' under the process.

Kent has been encouraged to go early, I believe this could bring more funding and support to the County, decision then will be taken on the 9th of January by the Kent County Council to go early in the process or not and we have to inform the Secretary of State by the 10th of January.

So exciting times ahead.

If you have concerns, please email me... tony.hills@kent.gov.uk

Tony

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

DISTRICT COUNCILLOR REPORT – NRTC FULL COUNCIL MTG 13th January 2025.

Since my last NRTC Full Council report I have taken part in one Especial FHDC Full Council meeting, one FHDC Planning Committee meeting, one FHDC Licensing Panel, an FHDC Constitution Working Group meeting, two FHDC Councillor briefing sessions and a NuLeAF Steering Group meeting.

FHDC Planning and Licensing Committee meeting.

We dealt with four planning application, none of which were from New Romney.

FHDC Licensing Panel.

I chaired a meeting of the FHDC Licensing Panel that considered an application for a new venue in Sandgate High Street. The panel approved the application for a licence.

Especial FHDC Full Council meeting.

The agenda included:

Appointment of S151 officer.

The report provided information for Council on the recruitment process and subsequent offer of employment to the vacant position, Director of Finance.

Extension of term of office of independent member of the Audit and Governance Committee.

See link below.

<https://folkestone-hythe.moderngov.co.uk/mgCommitteeDetails.aspx?ID=122>

FHDC Constitution Working Group meeting.

The agenda included:

Review on Outside Bodies.

Members noted the conclusion of the review.

Proposed Partnership Policy Review.

Members received a presentation on the proposed partnership policy review.

Virements/financial thresholds

This item was a recap following the brief discussion at the last meeting of the working group held on 4 October 2024.

Constitution update.

Members will receive an update from David Kitson.

See link below for meeting details and presentations.

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

FHDC all Member briefings.

We received one briefing about the proposed Solar Farm in Old Romney.

This is the same briefing we received at New Romney Town Council.

The second briefing was on the proposed Devolution plan for Kent.

KCC are meeting on 10th January to decide if they wish to proceed with the accelerated devolution programme, which would result in the postponement of KCC election in May 2025.

Devolution will have an impact on Town and Parish Councils, as some services will be devolved to the. However, this would not be a return to the pre-1974 Borough Council structure.

We will be having a further FHDC all member briefing on Devolution on 14th January 2025.

We received training on how Overview and Scrutiny works in a Committee System from a trainer from the Centre for Governance and Scrutiny.

Local Resident Concerns.

I am dealing with several ongoing residents' concerns, including housing issues, footpath/highways issues, parking issues and surface drainage/waste-water (sewage) issues.

Ward Grant Applications.

I have now allocated all of my Ward Grant money for 2024/25, as per the table below.

Organisation	Reason	Grant Allocation	Remaining
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	£1,700
Marsh Academy Leisure Centre	Contribution towards the building of a new (91 x 60 metres) floodlit 3G football facility	£250	£1,450
New Romney Football Club	To support ground sharing for Senior & Youth teams while new pavilion is being constructed	£500	£950
JAM on the Marsh	JAM wants to increase its community-benefitting activities by bringing year-round singing, art and music benefitting all ages, with performances and exhibitions including JAM-on-the-Marsh2025	£750	£200
Romney Marsh Community Hub	Community Garden Project in the RMCH Garden.	£200	0

FHDC Councillor Paul Thomas – 7th January 2025

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MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Monday 16th December 2024
Commencing at 6.46pm

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

Town Ward:

Councillors: J Davies and Rev Cn S McLachlan

Coast Ward:

Councillors: P Thomas, J Hiscock, P Coe, K Terry, S O'Hare and
A Meredith

In Attendance:

Town Clerk	-	Mrs C Newcombe
Mayor's Chaplain	-	
KCC Councillor	-	Cllr A Hills
Members of Public	-	1

IN THE CHAIR

The Mayor – Councillor J Rivers

The Mayor's Chaplain led the Council in prayer.

The formal business of the meeting commenced **@6.47PM.**

405/2024-25 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted, as follows:

Councillor Hodges	-	for personal reasons
Councillor Phillips	-	due to work commitments
Councillor Carey	-	who was unwell

NB: Apologies were subsequently also received from Councillor
Houston for personal reasons.

406/2024-25 DISPENSATION TO PARTICIPATE

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

407/2024-25 **DECLARATIONS OF INTEREST**

@6.49PM 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 418/2024-25 refers)

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408/2024-25 **REPORT OF THE KENT COUNTY COUNCILLOR**

KCC Councillor Hills presented his written report, which included information and updates relating to water quality, flooding and plans for a large-scale solar farm on Romney Marsh. The afore-mentioned report was duly received and noted. There were no questions on this occasion.

409/2024-25 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas presented his written report, which included details of meetings attended and information relating to sea water quality and the planned solar farm for Romney Marsh as well as details of ward grant funding allocated during the current financial year. The afore-mentioned report was duly received and noted. There were no questions on this occasion.

The Mayor's Chaplain left the meeting.

410/2024-25 **ADJOURNMENT OF MEETING**

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

411/2024-25 **PUBLIC QUESTIONS**

None.

412/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

413/2024-25 **MINUTES**

The Chairman presented the minutes of the **Full Council Meeting** held on **11th November 2024**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor O'Hare

RESOLVED UNANIMOUSLY – that the minutes of the Full Council Meeting held on 11th November 2024 be approved and signed as a true and correct record.

The Chairman subsequently signed the afore-mentioned minutes.

414/2024-25 **MAYOR'S REPORT AND COMMUNICATIONS**

(i) The Mayor's report regarding civic engagements attended since the last meeting was duly received and noted and it was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Terry

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RESOLVED UNANIMOUSLY – that thanks be conveyed to the Town Council staff team for all the work that went into organising the Mayor's annual Christmas Reception which was an immensely successful and enjoyable evening.

(ii) The Mayor reported that he was in receipt of a letter of resignation from Councillor Laurie Glover dated 13th December 2024.

415/2024-25 **TOWN CLERK'S REPORT**

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

MEETING OF FULL COUNCIL – 16TH DECEMBER 2024
TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 11th November 2024

1) Akehurst Homes has been duly advised that the Town Council does still require the **provision of a footpath** from the new estate to the rear of Station Road Sports Field.

2) Further information has been requested and received regarding sponsorship of a **Community Warden** for the New Romney area. This matter to be further considered at this Full Council Meeting.

3) Further information has been requested regarding a proposal to establish a **commercial dog exercise field** in New Romney. This matter to be further considered at this Full Council Meeting.

4) The land in **Coney Banks** has been submitted for community infrastructure use – specifically, for provision of a purpose-built health hub and not for any residential use, in response to the FHDC 'Call for Sites.' This submission has been acknowledged by the District Council.

Additional Items of Report

1) Resurfacing of the **Assembly Rooms Car Park** due to health and safety reasons will have been completed at the time of this meeting and the car park back in use.

2) The process of depositing a **Statement and Plan** with KCC in respect of **The Greens, Littlestone**, has been completed. This serves to identify any existing Rights of Way across The Greens (ie the King Charles III Coastal Path) and confirm that the Town Council does not wish to permit the establishment of any further rights of way across the land. This process also serves to declare that the Town Council has called to an end any period whereby

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persons may have engaged in lawful leisure pursuits on the land 'as of right' (ie confirming that the public may engage in leisure activities with the consent of the Council only). This reinforces the Council's status as landowner with the right to determine what activities may or may not take place on The Greens. The current Statement and Plan expires in 20 years from the date of deposit; it is, therefore, necessary to deposit a new Statement and Plan in 20 years' time ahead of the expiry date in order to retain the protections that it affords the Council.

Town Clerk 9th December 2024

Further Items of Report

The Clerk reported that Folkestone and Hythe District Council had been duly notified of the **resignation of Councillor Glover** due to personal reasons and that a formal Notice of Casual Vacancy was currently awaited for publication as instructed by the relevant District Council Officer.

416/2024-25 **STANDING ORDER NO.14**

One comment had been submitted in accordance with Standing Order 14 regarding attendance of New Romney Town Council Members at Council Meetings and Civic Ceremonies. Comments, as presented, on the duty to attend meetings and other civic engagements as far as is possible, were received and noted by the Chairman and those present.

417/2024-25 **STANDING COMMITTEES**

(i) (a) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **13th November 2024**, which were duly received and noted.

(b) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **4th December 2024**, which were duly received and noted.

(ii) Councillor Rivers presented the minutes of the **Health & Wellbeing Committee** meeting held on **19th November 2024**, which were duly received and noted and it was:

PROPOSED BY: Councillor Terry
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the recommendation made under minute ref: 354/2024-25 regarding submission of a video presentation to the government via the local MP, be hereby ratified.

(iii) Councillor Thomas presented the minutes of the **Personnel Committee** meeting held on **3rd December 2024**, which were duly received and noted and it was:

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PROPOSED BY: Councillor Rev Cn McLachlan
SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that the recommendation made under minute ref: 376/2024-25 regarding an increase in the Mayor’s Sergeant Attendance Budget be hereby ratified.

(iv) (a) Councillor Thomas presented the minutes of the **Finance & General Purposes Committee** meeting held on **20th November 2024**, which were duly received and noted.

(b) Councillor Thomas presented the minutes of the **Finance & General Purposes Committee** budget meeting held on **9th December 2024**, which were duly received and noted.

418/2024-25 **RFO’S FINANCIAL REPORTS FOR 2024-25**

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

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Coe

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

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

October 2024		Receipts:
Payments:		
NatWest		
Current Account	£1,537.59	£1,537.59
Unity Trust		
Current Account:	£1,729.93	£234.17

Lloyds Bank Business Account:	£408.07	
£382,567.96		
NatWest Business Reserve Account:	£1,579.66	£318.59
Petty Cash:	£300.00	£30.95
Lloyds Bank Corporate Card:	£308.66	£201.19
Lloyds Bank Instant Access Online Saver	£3,234.59	£0.00
NSIB	£0.00	£0.00

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419/2024-25 **COUNCIL REPRESENTATIVES' REPORTS**

Councillor Terry's written report regarding a presentation by Britain Remade on New Nuclear in Dungeness was duly received and noted.

420/2024-25 **CAPITAL PROJECTS REPORT**

(i) The Maude Community Centre Project Report was duly received and noted.

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

421/2024-25 **NRTC POLICY DOCUMENTS**

Having duly considered the draft Menopause Policy, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor O'Hare

RESOLVED UNANIMOUSLY – that the Menopause Policy be hereby approved and adopted with immediate effect.

422/2024-25 **COMMUNITY WARDEN SERVICE**

Having duly noted information provided by Kent County Council regarding Community Warden funding options and having further considered an option for sponsorship of a local Community Warden, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that the Town Council shall not progress this matter at the current time but may reconsider options in a year's time, if deemed appropriate.

423/2024-25 **REVIEW OF NRTC LAND USE**

(i) Having duly considered further information provided regarding land required for establishing a private-hire dog exercise field, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED – that New Romney Town Council shall not progress this matter any further.

424/2024-25 **COMMUNITY HEALTH HUB**

Having duly received the Chairman's written proposal for establishing a Medical Hub for Romney Marsh in New Romney, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Rev Cn McLachlan

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RESOLVED UNANIMOUSLY – that the Chairman, together with the Town Clerk, be authorised to submit the afore-mentioned proposal to the Secretary of State for Health, the local MP and the Primary Care Network and to lobby for similar provision for the Romney Marsh to that identified therein.

425/2024-25 **REVIEW OF NRTC BUILDINGS USE**

Having duly considered the matter of the future use of the Assembly Rooms, New Romney, in light of the forthcoming opening of the new Maude Community Centre, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that the Clerk be authorised to make initial enquiries with potential interested parties regarding future use of the Assembly Rooms.

426/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

@8.04PM, having duly considered the nature of matters to now be discussed, it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that due to the sensitive legal nature of information about to be considered, it is advisable in the public interest that the Public and Press be temporarily excluded and they are now instructed to withdraw.

KCC Councillor Hills and one member of public left the meeting at that time.

427/2024-25 **ON-GOING MATTERS**

The Clerk provided an update in respect of the on-going legal matter relating to the Maude Community Centre (formerly CHSPN) s106 Agreement. Having duly considered this matter, it was:

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that the Clerk be authorised to formally notify the Folkestone & Hythe District Council solicitor that New Romney Town Council reserves its position currently [in respect of this matter] but that the Town Council will do all that it can in a non-financial respect to support Folkestone & Hythe District Council in regard to this matter.

428/2024-25 **PERSONNEL MATTERS**

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

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429/2024-25 **LAND AND TENANCY MATTERS**

The Clerk provided a brief verbal report outlining the current situation in regard to drafting of tenancy agreements relating to the Maude Community Centre ground floor Pavilion and annex building. Having duly considered this matter and in light of the necessity to await completion of drafting of the required tenancy agreements, it was:

PROPOSED BY: Councillor Rev Cn McLachlan
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the annex building tenant be afforded an extension of current tenancy and rent arrangements until 1st June 2025 subject to a requirement to enter into the new Tenancy Agreement and associated rent arrangements with effect from 1st June 2025.

430/2024-25 **CONCLUSION OF PRIVATE SESSION**

@8.26PM it was:

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

RESOLVED UNANIMOUSLY that the private session be hereby Concluded.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded **@ 8.27PM.**

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

(Report Not Available)

MEETING OF FULL COUNCIL – 13th JANUARY 2025 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 16th December 2024

1) The Proprietor of The Acres (Dog Exercise Fields) has been duly notified that the Town Council does not wish to progress the proposal for a Dog Exercise Field at **Coney Banks**, Church Road, any further.

2) The Chairman's report regarding the proposed **Medical Hub for New Romney** has been issued to the Secretary of State for Health and the MP for Romney Marsh, together with an invitation for a meeting to discuss the proposals further.

Additional Items of Report

1) None.

Town Clerk 6th January 2025

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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 18th December 2024
Commencing at 10.02am**

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

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

431/2024-25 **APOLOGIES FOR ABSENCE**

None.

432/2024-25 **DISPENSATION TO PARTICIPATE**

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

433/2024-25 **DECLARATIONS OF INTEREST**

None.

434/2024-25 **MINUTES**

(i) Having duly considered the minutes of the Personnel Committee meeting held on 25th September 2024, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED – that the minutes of the Personnel Committee meeting held on 25th September 2024 be signed as a true and correct record.

Councillor Thomas abstained from voting as he had not been present at the afore-mentioned meeting.

The afore-mentioned minutes were signed by the Chairman.

(ii) Having duly considered the minutes of the Personnel Committee meeting held on 3rd December 2024, copies of which had been previously circulated to Members of the Personnel Committee, it was:

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PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that the minutes of the Personnel Committee meeting held on 3rd December 2024 be signed as a true and correct record.

The afore-mentioned minutes were signed by the Chairman.

435/2024-25 **CLERK'S REPORT**

The Clerk advised that there was no report to present on this occasion.

436/2024-25 **FINANCIAL MATTERS**

The Clerk advised that there was no updated Personnel Budget Comparison Report for 2024-25 on this occasion due to the close proximity of the recent budget-setting meeting.

437/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

@10.04AM Having considered the nature of matters to be discussed under Agenda Item 8 and, in view of the fact that sensitive personal information that may identify one or more individuals was to be discussed, it was, in accordance with the Public Bodies (Admission to Meetings) Act 1960:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – 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 and they are now instructed to withdraw.’

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

438/2024-25 **STAFF MATTERS**

(i) Councillor / Staff Protocols

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

(ii) Flexible Working Request

The Clerk's confidential report regarding a formal staff request for amended terms and conditions of employment due to change in personal circumstances was received and noted.

Following due consideration it was:

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Coe

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RESOLVED UNANIMOUSLY – that permanent amendment to the Facilities and Communications Clerk’s Terms and Conditions of Employment to identify the following ‘normal hours of work’ be hereby approved, as below:

Monday and Tuesday of each working week:

8.30am – 3.45pm inclusive of 0.5hrs unpaid lunch break

Wednesday of each working week:

8.30am – 3.30pm inclusive of 0.5hrs unpaid lunch break

Total: 20 hours

(iii) Staff Appraisal Process

The Staff Appraisal Process Output Report was duly received and noted by those present. Having duly considered outcomes identified therein, it was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that, in light of the fact that all staff had met or exceeded satisfactory expectations, the payment of all annual salary increments due as at 1st April 2025 be hereby approved, where applicable.

(iv) Assistant Caretaker Appointment

Having duly considered the current temporary status of the Assistant Caretaker post and having noted that a probationary period had been successfully completed and the current post-holder had integrated well into the caretaking team with no matters of concern, it was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that, in light of the Assistant Caretaker’s successful completion of a probationary period and integration into the caretaking team, a permanent contract be awarded with effect from the end date of the current fixed-term contract, with remuneration commencing at the current salary point within the salary scale for the Assistant Caretaker post and with one incremental salary point rise with effect from 1st April 2025.

(v) Clerical Assistant / Mayor's Secretary Appointment

Having duly considered the output report regarding appointment of a Clerical Assistant / Mayor's Secretary following a recent interview process, it was:

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PROPOSED BY: Councillor Coe

SECONDED BY: Councillor McLachlan

RESOLVED UNANIMOUSLY – that (i) the identified preferred candidate be appointed as Clerical Assistant / Mayor's Secretary under a 12 month fixed-term contract initially and (ii) the Clerk be authorised to undertake all necessary actions to facilitate the afore-mentioned appointment; if, for any reason, the appointment is declined by the identified preferred candidate, then the post be offered directly to the identified second-place candidate.

439/2024-25 **CONCLUSION OF PRIVATE SESSION**

@10.22AM it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that private session be hereby concluded.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.22AM.**

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 the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 18th December 2024
Commencing at 6.45pm

PRESENT:

Councillors: K Terry, P Coe, P Carey, J Rivers, S O'Hare, Rev Cn McLachlan and J Davies

In the Chair: Councillor K Terry

In Attendance: Planning Clerk - Mrs G Hall

440/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Cllr L Phillips due to personal reasons.

Cllr J Houston due to personal reasons.

441/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

442/2024-25 **DECLARATIONS OF INTEREST**

Councillor Terry declared a personal interest in planning application: 24/1892/FH due to working at the premises.

443/2024-25 **ADJOURNMENT OF MEETING**

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

444/2024-25 **PUBLIC QUESTIONS**

None received.

445/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

446/2024-25 **MINUTES****Minutes of the Meeting Held on 4th December 2024**

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 4th December 2024**, a copy of which had been previously circulated to all Councillors.

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

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

RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 4th December 2024 be approved and signed as a true and correct record.

Councillor Rev Cn McLachlan abstained from voting as she hadn't been present for the meeting.

447/2024-25 **PLANNING CLERK'S REPORT**

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

Asset of Community Value

Please note that the Club House of Littlestone Warren Golf Club has been listed by Folkestone and Hythe District Council as an Asset of Community Value.

Licensing

I have emailed Licensing again following the concerns raised by the Planning and Environment Committee about the pavements being blocked by A-Boards and Street Furniture.

Planning and Environment Committee 8th January 2025 Meeting – CANCELLED

Please note that it has been necessary to cancel our next meeting which was scheduled for Wednesday 8th January 2025. The reason for this is there would not be enough time to get an agenda out due to the office closures over Christmas and the lack of applications received during this time.

Any planning applications received over the Christmas closure will be added to the agenda for the meeting on 29th January 2025 – extensions to deadlines for applications received will be applied for if required.

448/2024-25 **SCHEDULE OF PLANNING APPLICATIONS**

It was

PROPOSED BY: Councillor
SECONDED BY: Councillor

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

<u>Application No</u>	<u>Location and Description</u>
(i) 24/1892/FH	Unit 12, Mountfield Road, Mountfield Ind Est, New Romney, TN28 8LH
	Proposed external canopy over entrance door.
<u>RECOMMENDATION</u>	No Objection
<u>Voting:</u>	
For Application:	5
Against Application:	0
Abstained:	1
(ii) 24/1778/FH	8 Littlestone Road, Littlestone, New Romney, TN28 8PL
	Lawful development: existing use.
<u>RECOMMENDATION</u>	No Objection
<u>Voting:</u>	
For Application:	6
Against Application:	0
Abstained:	0
(iii) 24/1952/FH	66 St Nicholas Road, Littlestone, New Romney, TN28 8QA
	Conversion of garage to habitable accommodation, along with the creation of an internal porch.
<u>RECOMMENDATION</u>	No Objection
<u>Voting:</u>	
For Application:	6
Against Application:	0
Abstained:	0

(iv) [23/1810/FH](#)

Brick Kiln Fields, Cockreed Lane, New Romney, Kent, TN28 8TE

Outlined planning application (with all matters reserved) for 2 chalet style 2-bedroom properties including car parking and widening of access road.

This is a re-consultation following the submission of additional details or a change in circumstance.

These are detailed below:
Proposal description amended 17.12.2024

RECOMMENDATION

Recommend Refusal – Contravenes policy NE 2 – biodiversity – not met ecological requirements. Contravenes HB1 – Quality places and design.

Voting:

For Application:	0
Against Application:	5
Abstained:	1

449/2024-25 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

450/2024-25 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/ DECISIONS/MATTERS**

A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods of 1st December 2024 & 18th December 2024 were duly received and noted.

451/2024-25 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Wednesday 11th December 2024 & The latest Water Quality Sampling Information which had previously been circulated to all Committee Members, was duly received and noted.

452/2024-25 **REPORTS FROM WORKING PARTIES**

The Parish Highway Improvement Plan working party report, which had been previously circulated to all Committee Members, was duly received and noted as below:

Parking Changes to New Romney High Street

Email sent to Parking Services to raise concerns over the quality of the lines that have been painted and when the other lines will be going in – GH 11.12.2024

A resident has come into the Town Hall with concerns that the new parking bays outside the Library are overlapping their dropped kerb affecting his access. I emailed Parking Services regarding these concerns and after investigation it shows the dropped kerb and keep clear have not been changed or affected. I have advised the resident of this and shown them the photo evidence below.

The image below shows before the parking bays were installed:



The image below shows after the parking bays have been installed. As you can see the keep clear / dog bone has not been affected.



KCC - School Travel Plans

The following email has been sent to both The Marsh Academy and St Nicholas Academy Primary School to make them aware of the services offered by KCC regarding the School Travel Plans.

In case you were not already aware, KCC has team dedicated to supporting Kent schools with any queries or activities around the promotion and enablement of active and sustainable transport, as well as providing resources to assist with problematic parking and congestion.

You can contact Iona Rogulski for any support – iona.rogulski@kent.gov.uk – 03000 419 582 (direct).

There are lots of free resources available to Kent schools and many of those can be accessed via their online travel plan management system - **“Jambusters”** : **Jambusters** is the website that enables schools to create, store and maintain a School Travel Plan (STP) document. The site also provides, signposting information (such as road safety, crossing patrol information and other campaigns) and the opportunity to apply for grant funding to help schools to encourage and promote active and sustainable travel.

School Travel Plans / Annual Reviews : On the Jambusters system, schools have access to a free and easy to follow template that prompts for the information we require and then pulls the data and information through into a fully formatted STP document. Once the first draft is complete, the Travel Plan Co-Ordinator would submit the STP which would then come through to the KCC officer to review. The officer will liaise directly with the school directly to offer edits and return it on the system as the “2nd draft”, for them to amend and resubmit. Once the STP is approved, the school can then simply complete a quick “Annual Review” for the following 3 years in order to maintain the STP and keep it up to date (this means schools don’t have to complete a whole new STP document every year and instead would only need to do a complete STP every four years). Whilst it’s not obligatory for schools to have a current and well-maintained School Travel Plan, it really is an extremely useful document to have in place and can be an incredibly helpful tool to draw upon to support other efforts and respond to local enquiries. This is because the STP captures a great range of useful information that helps to provide officers/ the school/parish councils/local residents (or any other readers) with a clear outline of the school including (but not exclusive to):

- pupil/staff numbers
- where people travel in from
- types and no. of entrances
- surrounding road network

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- issues that the school faces in terms of travel, safety, congestion etc.
- active travel infrastructure
- actions that the school are taking themselves (or intend to take) to address the issues/concerns raised.

As such, there are a number of benefits for schools who are engaged on the Jambusters site and have a recent/up-to-date STP; increased strength to highway improvement requests, supporting grant funding applications and helping to identify and access further active travel opportunities/resources. In addition, a STP can be very useful in terms of providing efficient responses to community queries and can help to build better community relationships by providing local stakeholders with clarity and transparency about the opportunities and challenges for active travel and the actions that the school is taking/has taken regarding these (such as how they promote road safety or considerate/safer parking).

Grant Funding: When a school is engaged and has a STP Co-ordinator assigned on their Jambusters profile, they are invited each year to apply for up to £5k [grant funding](#), towards projects that promote and enable sustainable and active travel. Our grant funding applications window is typically from May-June each year, but “heads-up” and reminder emails are sent to all signed-up schools’ contacts so that they have time to prepare their project plans, obtain quotes and complete the application. The funding is “capital” and therefore projects must be infrastructure installations, on their school site, that meet the active/sustainable criteria. For example, successful applications can include cycle/scooter shelters, welly storage, EV charging points, footpath improvements etc.

Responsible Parking Toolkit: this initiative has two aspects; Schools can request a selection of free resources – such as banners, interactive flyers, and information leaflets – all of which encourage responsible and considerate parking, with options and differing designs depending on what specific issue a particular school faces (“keep off the zig zag lines”, “pavement parking”, and “be considerate of our neighbours”, to name a few). The other aspect of the Responsible Parking toolkit is the [website](#); here, ideas and best practice is shared regarding the distribution of the responsible parking messages. Schools can also use the online “catalogue” to order their free resources.

School Streets: School Streets (SS) schemes are implemented on a trial basis initially and apply a temporary restriction to motorised traffic at school drop-off and pick-up times. The restriction applies to school traffic and through traffic. Residents who live within a School Street/access their property from within the restricted area, will be provided exemption permits and access for Emergency service vehicles is always maintained. School staff facilitate the restriction by setting out temporary barriers, between 45-60 minutes, each morning and afternoon (during

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term time only), to create the “School Streets zone”. This creates a safer, healthier and cleaner environment for everyone.

Naturally, there are many factors we must consider when we assess the suitability of a site for a School Street scheme, and of course a scheme would only be explored if a school expresses interest.

Undoubtedly these

can be fantastic schemes with incredible outcomes including reducing the number of cars used on the school run, creating a calmer environment for staff and families at peak times, improving neighbour relations, improving children & families’ health and wellbeing, and – as reported by the Headteacher at Southborough CofE Primary School - significantly improving the children’s readiness to learn each morning.

Above all, School Streets ultimately improve the safety and experience of the most vulnerable road users as they travel to/from school each day.

Active Travel Maps: Once a school has a recently approved School Travel Plan in place, they become eligible to receive a bespoke active travel map. We provide this resource as a pdf document, however the schools can then have the file printed and folded into the handy pocket-size leaflet; on one side parents would find handy information about the school and the benefits of travelling actively. And on the reverse side there is a map of the school and surrounding areas with keys that highlight various elements, such as “5minute walking radius” , Public Footpaths, Park & Stride locations, etc.

If any of the above sounds useful for you, if you have any queries, or if you’d like to set up a School Travel Plan and/or apply for grant funding, please contact Iona – iona.rogulski@kent.gov.uk

The Chairman thanked those present for their attendance and the meeting Concluded **at 7.24PM**

Minutes prepared by the Planning Clerk

New Romney Town Council 2024/25

Bank - Cash and Investment Reconciliation as at 30 November 2024

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/11/2024	Nat West Current A/c	500.00
30/11/2024	Unity Trust A/c	112,239.58
30/11/2024	Lloyds Bank Business A/c	416,689.29
30/11/2024	Nat West Business Reserve A/c	146,561.58
30/11/2024	Petty Cash	268.61
30/11/2024	Corporate Card	0.00
30/11/2024	Lloyds Bank I/A Online Saver	2,281,608.38
		2,957,867.44
<u>Other Cash & Bank Balances</u>		
		10,453.00
		2,968,320.44
<u>Unpresented Payments</u>		
		251.78
		2,968,068.66
<u>Receipts not on Bank Statement</u>		
		0.00
<u>Closing Balance</u>		
		2,968,068.66
<u>All Cash & Bank Accounts</u>		
1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	112,239.58
3	Lloyds Bank Business A/c	416,689.29
4	Nat West Business Reserve A/c	146,561.58
5	Petty Cash	268.61
6	Corporate Card	-251.78
7	Lloyds Bank I/A Online Saver	2,281,608.38
	Other Cash & Bank Balances	10,453.00
	Total Cash & Bank Balances	2,968,068.66

Date: 19/12/2024

New Romney Town Council 2024/25

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Cashbook 1

User: 6880.T.MORRIS

Nat West Current A/c

For Month No: 8

Receipts for Month 8

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 :		500.00					500.00	
FP CREDIT	Banked: 05/11/2024	550.00						
FP CREDIT	BABYSEASHELLS LTD	550.00			1010	215	550.00	Baby Seashells - Rent
BACS CR	Banked: 11/11/2024	669.00						
BACS CR	Shaw Rabson	669.00		-13.50	1010	205	750.00	Shaw Rabson - THH - Rent
					4362	205	-67.50	Shaw Rabson - THH - Rent
	Banked: 18/11/2024	22.36						
AUTO TRANS	Nat West Business Reserve A/c	22.36			215		22.36	AUTO TRANSFER
	Banked: 19/11/2024	247.26						
AUTO TRANS	Nat West Business Reserve A/c	247.26			215		247.26	AUTO TRANSFER
	Banked: 22/11/2024	100,000.00						
AUTO TRANS	Nat West Business Reserve A/c	100,000.00			215		100,000.00	AUTO TRANSFER
	Banked: 29/11/2024	50,000.00						
AUTO TRANS	Nat West Business Reserve A/c	50,000.00			215		50,000.00	AUTO TRANSFER
Total Receipts for Month		151,488.62	0.00	-13.50			151,502.12	
Cashbook Totals		151,988.62	0.00	-13.50			152,002.12	

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Date: 19/12/2024

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Time: 09:07

Cashbook 1

User: 6880.T.MORRIS

Nat West Current A/c

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/11/2024	Nat West Business Reserve A/c	AUTO TRANS	550.00			215		550.00	AUTO TRANSFER
11/11/2024	Nat West Business Reserve A/c	AUTO TRANS	669.00			215		669.00	AUTO TRANSFER
13/11/2024	Lloyds Bank Business A/c	009986	50,000.00			210		50,000.00	T/F Nat West to Lloyds
18/11/2024	Castle Water Ltd	D/D 1	22.36	22.36		500			Castle - As Rms-Water
19/11/2024	Castle Water Ltd	D/D 2	13.66	13.66		500			Castle-T.H.Water
19/11/2024	Castle Water Ltd	D/D 3	7.14	7.14		500			Castle-Grms Fountain-Water
19/11/2024	EDF Energy - A473728D3	D/D 4	145.78	145.78		500			EDF-T.H.Electricity
19/11/2024	EDF Energy - A-4BC718AD	D/D 5	80.68	80.68		500			EDF-As Rms-Electricity
20/11/2024	Lloyds Bank Business A/c	009987	50,000.00			210		50,000.00	T/F Nat West to Lloyds
27/11/2024	Lloyds Bank Business A/c	009988	50,000.00			210		50,000.00	T/F Nat West to Lloyds
Total Payments for Month			151,488.62	269.62	0.00			151,219.00	
Balance Carried Fwd			500.00						
Cashbook Totals			151,988.62	269.62	0.00			151,719.00	

Date: 19/12/2024

New Romney Town Council 2024/25

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Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 8

Receipts for Month 8

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 :		173,035.57					173,035.57	
CREDIT	Banked: 11/11/2024	89,560.51						
CREDIT	HMRC	89,560.51			105		89,560.51	HMRC - VAT
Total Receipts for Month		89,560.51	0.00	0.00			89,560.51	
Cashbook Totals		262,596.08	0.00	0.00			262,596.08	

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Date: 19/12/2024

New Romney Town Council 2024/25

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Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 8

Payments for Month 8

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>
07/11/2024	Three	D/D	27.58	27.58		500			Three-Staff Mobiles - Cl PM
13/11/2024	Lloyds Bank Business A/c	300064	75,000.00			210		75,000.00	T/F UTB to Lloyds
18/11/2024	Castle Water Ltd	D/D 2	14.26	14.26		500			Castle-Grms Toilet-Wate
18/11/2024	Corporate Card	D/D	308.66			220		308.66	Corporate Card
20/11/2024	Lloyds Bank Business A/c	300065	75,000.00			210		75,000.00	T/F UTB to Lloyds
30/11/2024	UTB	FEE	6.00			4305	275	6.00	UTB - Service Charge
Total Payments for Month			150,356.50	41.84	0.00			150,314.66	
Balance Carried Fwd			112,239.58						
Cashbook Totals			262,596.08	41.84	0.00			262,554.24	

Date: 19/12/2024

New Romney Town Council 2024/25

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Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 8

Receipts for Month 8

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 :		398,251.60					398,251.60	
BGC	Banked: 05/11/2024	34.89						
BGC	NSIB	34.89			1080	275	34.89	NSIB - Interest
	Banked: 13/11/2024	75,000.00						
300064	Unity Trust Current A/c	75,000.00			205		75,000.00	T/F UTB to Lloyds
	Banked: 13/11/2024	50,000.00						
009986	Nat West Current A/c	50,000.00			200		50,000.00	T/F Nat West to Lloyds
FPI	Banked: 15/11/2024	46.80						
	Sales Recpts Page 347	46.80	46.80		100			Sales Recpts Page 347
	Banked: 20/11/2024	75,000.00						
300065	Unity Trust Current A/c	75,000.00			205		75,000.00	T/F UTB to Lloyds
	Banked: 20/11/2024	50,000.00						
009987	Nat West Current A/c	50,000.00			200		50,000.00	T/F Nat West to Lloyds
	Banked: 27/11/2024	50,000.00						
009988	Nat West Current A/c	50,000.00			200		50,000.00	T/F Nat West to Lloyds
Total Receipts for Month		300,081.69	46.80	0.00			300,034.89	
Cashbook Totals		698,333.29	46.80	0.00			698,286.49	

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Date: 19/12/2024

New Romney Town Council 2024/25

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Cashbook 3

User: 6880.T.MORRIS

Lloyds Bank Business A/c

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2024	Business Stream	FPO	25.18	25.18		500			P/Ledger Electronic Payment
01/11/2024	British Gas	D/D	80.34	80.34		500			British Gas - T.H. - Gas
05/11/2024	Bakery 64 Ltd	FPO 2	48.15	48.15		500			Bakery 64- T.C.Events- L.Warden
06/11/2024	BILT Building Merchants	FPO 3	39.96	39.96		500			Bilt-Gms-R&M
06/11/2024	Castle Water	FPO 4	125.68	125.68		500			CastleWater-Maude-Water
06/11/2024	Furley Page LLP	FPO 5	1,475.40	1,475.40		500			Furley Page-Legal Fees S106
06/11/2024	GB Sport & Leisure U K Limited	FPO 6	43.20	43.20		500			GB Sports-F.F.Rd-Play Equip
06/11/2024	Kent Structures Ltd	FPO 7	19,221.80	19,221.80		500			P/Ledger Electronic Payment
06/11/2024	M Coleman Arborocultural Servi	FPO 8	476.40	476.40		500			M.Coleman-Gns-GM
06/11/2024	Kent Structures Ltd	FPO 9	100,000.00	100,000.00		500			P/Ledger Electronic Payment
06/11/2024	Kent Structures Ltd	FPO 10	100,000.00	100,000.00		500			P/Ledger Electronic Payment
08/11/2024	British Gas	D/D 3	83.19	83.19		500			British Gas-Ass Rm-Ga
08/11/2024	Folkestone & Hythe District Co	D/D 4	175.00	175.00		500			P/Ledger Electronic Payment
08/11/2024	Folkestone & Hythe District Co	D/D 5	576.00	576.00		500			P/Ledger Electronic Payment
13/11/2024	HSH First Aid - Heather Critte	FPO 11	390.00	390.00		500			HSH - Staff First Aid Training
13/11/2024	Kent County Council	FPO 12	2.34	2.34		500			KCC-Printer/Copiers-CREDIT
13/11/2024	S J Harland & Co	FPO 13	180.00	180.00		500			S J Harland-NRTC-Xmz Tree
13/11/2024	SALARIES	FPO	11,650.42			4000	100	7,262.40	SALARIES - M8
						4005	100	4,125.83	SALARIES - M8
						4020	100	152.49	SALARIES - M8
						4364	275	109.70	SALARIES - M8
13/11/2024	HM Revenue & Customs	FPO	1,850.58			4000	100	1,127.50	HMRC - M7
						4005	100	723.08	HMRC - M7
13/11/2024	Kent Pension Fund	FPO	3,024.12			4000	100	2,015.34	Kent Pension Fund - M7
						4005	100	1,008.78	Kent Pension Fund - M7
20/11/2024	Guy Hollaway Architects	FPO 14	2,100.00	2,100.00		500			Hollaway-MCC-Architec Fees
20/11/2024	Mayland Consult Ltd	FPO 15	1,270.00	1,270.00		500			Mayland-MCC- Prof Fee
20/11/2024	MPR IT Solutions Ltd	FPO 16	318.60	318.60		500			MPR- IT Support
20/11/2024	Jesse Penfold Driveways & Land	FPO 17	22,800.00	22,800.00		500			Penfold-As Rm-Car Par
20/11/2024	Rolfes DIY LLP	FPO 18	142.29	142.29		500			Rolfes-Small Tools
20/11/2024	Margate Charter Trustees	FPO	60.00			4385	275	60.00	Margate - Civic/charity event
22/11/2024	British Gas	D/D 6	64.14	64.14		500			British Gas-T.H.Gas
27/11/2024	B E Ames Ltd	FPO 19	331.20	331.20		500			B E Ames-AR-R&M
27/11/2024	Chubb Fire & Security Ltd	FPO 20	1,308.68	1,308.68		500			Chubb-T.H-Alarm Contract
27/11/2024	Euroloos Limited	FPO 21	318.82	318.82		500			Euroloos-SP.Fld-Portaloos
27/11/2024	Furley Page LLP	FPO 22	1,387.20	1,387.20		500			Furley Page-Legal Fees S106

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New Romney Town Council 2024/25

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Lloyds Bank Business A/c

For Month No: 8

Payments for Month 8

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>
27/11/2024	MPR IT Solutions Ltd	FPO 23	150.00	150.00		500			MPR-Voip System
27/11/2024	Synergy CPC LLP	FPO 24	5,754.00	5,754.00		500			Synergy-MCC-PM Fees
27/11/2024	Sweco UK Ltd	FPO 25	5,160.00	5,160.00		500			Sweco-MCC-ME Fees
27/11/2024	Folkestone & Hythe District Co	FPO 26	83.12	83.12		500			FH&DC-Rates-Maude
27/11/2024		FPO	19.10			4385	275	19.10	Reimbursement - Mayoral gift
27/11/2024	New Romney in Bloom	FPO	484.98	484.98		500			NRIB-Planter
27/11/2024	RMCH	FPO	350.00			4345	275	350.00	RMCH - RMDFC Grant
28/11/2024	Veolia ES (UK) plc	D/D 7	74.11	74.11		500			Veolia - T.H. - Refuse
Total Payments for Month			281,644.00	264,689.78	0.00			16,954.22	
Balance Carried Fwd			416,689.29						
Cashbook Totals			698,333.29	264,689.78	0.00			433,643.51	

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New Romney Town Council 2024/25

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User: 6880.T.MORRIS

Nat West Business Reserve A/c

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		295,320.50					295,320.50	
	Banked: 05/11/2024	550.00						
AUTO TRANS	Nat West Current A/c	550.00			200		550.00	AUTO TRANSFER
	Banked: 11/11/2024	669.00						
AUTO TRANS	Nat West Current A/c	669.00			200		669.00	AUTO TRANSFER
	INTEREST Banked: 29/11/2024	291.70						
INTEREST	National Westminster	291.70			1080	275	291.70	Nat West - Interest
Total Receipts for Month		1,510.70	0.00	0.00			1,510.70	
Cashbook Totals		296,831.20	0.00	0.00			296,831.20	

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Nat West Business Reserve A/c

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Pavee 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>
18/11/2024	Nat West Current A/c	AUTO TRANS	22.36			200		22.36	AUTO TRANSFER
19/11/2024	Nat West Current A/c	AUTO TRANS	247.26			200		247.26	AUTO TRANSFER
22/11/2024	Nat West Current A/c	AUTO TRANS	100,000.00			200		100,000.00	AUTO TRANSFER
29/11/2024	Nat West Current A/c	AUTO TRANS	50,000.00			200		50,000.00	AUTO TRANSFER
Total Payments for Month			150,269.62	0.00	0.00			150,269.62	
Balance Carried Fwd			146,561.58						
Cashbook Totals			296,831.20	0.00	0.00			296,831.20	

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Petty Cash

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
-------------	---------------	-----------------	-----------	-------	-----	--------	----------	--------------------

Balance Brought Fwd : 342.07

342.07

Banked: 0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

342.07

0.00

0.00

342.07

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User: 6880.T.MORRIS

Petty Cash

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Pavee 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>
04/11/2024	Cheap Jacks	P/C 29	4.98		0.83	4384	275	4.15	Cheap Jacks - Serviette
						322	0	-4.15	Cheap Jacks - Serviette
						6000	275	4.15	Cheap Jacks - Serviette
04/11/2024	Sainsbury's	P/C 30	22.60			4384	275	22.60	Sainsbury's - LW Reception
						322	0	-22.60	Sainsbury's - LW Reception
						6000	275	22.60	Sainsbury's - LW Reception
19/11/2024	RingGo Ltd	P/C 31	9.80		1.63	4360	275	8.17	RingGo Ltd - Parking
21/11/2024	Blakemore	P/C 32	10.08			4360	275	10.08	Blakemore - TH Refreshments
21/11/2024	Post Office	P/C 33	26.00			4370	275	26.00	Post Office - Stamps
Total Payments for Month			73.46	0.00	2.46			71.00	
Balance Carried Fwd			268.61						
Cashbook Totals			342.07	0.00	2.46			339.61	

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New Romney Town Council 2024/25

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User: 6880.T.MORRIS

Corporate Card

For Month No: 8

Receipts for Month 8

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: 18/11/2024	308.66						
D/D	Unity Trust Current A/c	308.66			205		308.66	Corporate Card
Total Receipts for Month		308.66	0.00	0.00			308.66	
Balance Carried Fwd		251.78						
Cashbook Totals		560.44	0.00	0.00			560.44	

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Cashbook 6

User: 6880.T.MORRIS

Corporate Card

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			192.78					192.78	
01/10/2024	Viaan Enterprise Ltd	CORP CARD	6.95		1.16	4380	275	5.79	Viaane Ent - Wall calendar
01/10/2024	Amazon	CORP CARD	105.93		17.66	4140	230	88.27	Amazon - Greens - Fence poles
04/11/2024	Lloyds Bank	CORP CARD	3.00			4305	275	3.00	Lloyds - Fee - TM
05/11/2024	Amazon	CORP CARD	17.76		2.96	4125	200	7.40	Amazon - Cleaning Mat
						4125	210	7.40	Amazon - Cleaning Mat
07/11/2024	Amazon	CORP CARD	11.94		1.99	4125	200	4.97	Amazon - Cleaning Mat
						4125	210	4.98	Amazon - Cleaning Mat
07/11/2024	Amazon	CORP CARD	29.99		5.00	4355	275	24.99	Amazon - Grease gun
20/11/2024	Amazon	CORP CARD	15.12		2.52	4380	275	12.60	Amazon - Stationery
20/11/2024	Triton Media Ltd	CORP CARD	71.97		12.00	4380	275	59.97	Triton Media - A4 paper
20/11/2024	Amazon	CORP CARD	11.90		1.98	4380	275	9.92	Amazon - Paper cups
20/11/2024	Amazon	CORP CARD	24.09		4.02	4125	200	10.04	Amazon - Polish
						4125	210	10.03	Amazon - Polish
20/11/2024	Amazon	CORP CARD	15.76		2.63	4375	275	13.13	Amazon - Scissors
26/11/2024	Deskkeys.biz	CORP CARD	9.42		1.57	4375	275	7.85	Desskeys.biz - Desk keys
27/11/2024	Amazon	CORP CARD	12.34		2.06	4380	275	10.28	Amazon - Pens
27/11/2024	Amazon	CORP CARD	20.13		3.36	4375	275	16.77	Amazon - Key cabinet
28/11/2024	Amazon	CORP CARD	11.36		1.90	4380	275	9.46	Amazon - Pencils
Total Payments for Month			367.66	0.00	60.81			306.85	
Cashbook Totals			560.44	0.00	60.81			499.63	

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New Romney Town Council 2024/25

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User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
-------------	---------------	-----------------	-----------	-------	-----	--------	----------	--------------------

Balance Brought Fwd : 2,278,045.27

2,278,045.27

INTEREST Banked: 11/11/2024 3,563.11

INTEREST Lloyds Bank 3,563.11

1080 275 3,563.11 Lloyds Bank - Interest

337 3,563.11 Lloyds Bank - Interest

6001 275 -3,563.11 Lloyds Bank - Interest

Total Receipts for Month 3,563.11

0.00

0.00

3,563.11

Cashbook Totals 2,281,608.38

0.00

0.00

2,281,608.38

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Payments for Month 8				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		2,281,608.38						
	Cashbook Totals		2,281,608.38	0.00	0.00			2,281,608.38	

CAPITAL PROJECTS REPORT

(i) Maude Community Centre Project Update Report

There is no project update report on this occasion due to the Christmas break.

Town Clerk

6th January 2025

(ii) Maude Community Centre Project Financial Update Report



FINANCIAL REPORT NR 8

THE MAUDE COMMUNITY CENTRE

at

NEW ROMNEY TOWN COUNCIL

for

New Romney Town Council

10 December 2024

Project Ref: 14032

THE MAUDE COMMUNITY CENTRE

FINANCIAL REPORT

Report Nr.8



NOTES/ COMMENTS

Date: 10 Dec 2024

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

- | | |
|---|--|
| 1 | Works continue in accordance with Kent Structures Ltd's construction programme |
| 2 | An extension of time has been issued to cover for the nesting bird ecology matters and for the intrusive UXO survey, and an overall award of 15 working days has been granted. |
| 3 | The current Contract Completion date has been extended to 19th May 2025. |
| 4 | Four formal Contract Instructions have been issued to date |
| 5 | Potential variations currently awaiting instruction will be identified in Appendix B together with associated costs |
| 6 | Adjustment of Provisional Sum expenditure (excluding Contingency) will be identified in Appendix C |
| 7 | <p>Key changes in the since the last report include:</p> <p>Electrical works including commando sockets, faceplate changes and fire and intruder alarm</p> <p>Additional containment for future access control / intercom ssystem</p> <p>In addition there has been a request for additional fencing and other site security measures including shutters and a car park barrier. Drawings have yet to be developed, but once produced and agreed, budget costs will be provided for discussion</p> |
| 8 | The combined further effect of variations, anticipated variations and provisional sum expenditure in the intervening period is shows an increase of circa £4,300, however the project remains within budget and with a remaining Employer Contingency allowance of around £128,000, as noted on the main summary. |
| 9 | The ninth 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

Employer New Romney Town Council Town Hall, High Street New Romney TN28 8BT				Report No: 8								
Employers Agent Synergy Construction & Property Consultants LLP 8 / 9 Faraday Road Guildford GU1 1EA				Date of Issue: 10-Dec-24								
Contractor Kent Structures Ltd Unit 6, The Glenmore Centre Moat Way, Ashford TN24 0TL				Reference: SY14032								
Contract Dates:	Possession: 29-Apr-24	Completion 28-Apr-25	Extended to: 19-May-25	Contract dated: 06-Mar-24								
Contract Period (in weeks)	Total Weeks 55	Weeks elapsed 32	Weeks Remaining 23									
CONTRACT SUM Less Contingency Related Allowances				£3,291,506 £0 £3,291,506								
EMPLOYER'S AGENT INSTRUCTIONS: Actual as Appendix A Anticipated as Appendix B PROVISIONAL SUMS : See Appendix C												
<table border="1"> <thead> <tr> <th>Omit</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td>£0</td> <td>£17,585</td> </tr> <tr> <td>£0</td> <td>£2,975</td> </tr> <tr> <td>£0</td> <td>£0</td> </tr> </tbody> </table>				Omit	Add	£0	£17,585	£0	£2,975	£0	£0	£17,585 £2,975 £0
Omit	Add											
£0	£17,585											
£0	£2,975											
£0	£0											
CLAIMS 15 working days claimed in total - to be reviewed. Allowance on account				£8,000								
Sub-total				£3,320,067								
Employer contingency remaining £127,645				£127,645								
ANTICIPATED FINAL COST OF MAIN CONTRACT WORKS				£3,447,711								
ADDITIONAL CLIENT ITEMS: See Appendix D				£62,500								
PROFESSIONAL FEES: - See Appendix E				£106,405								
Sub-total				£3,616,616								
VALUE ADDED TAX (on construction costs and all fees except planning fee)				EXCLUDED								
ANTICIPATED TOTAL FINAL COST OF WORKS				£3,616,616								
Delays and Extension of Time Delays notified by Contractor to Employers Agent 15 days Extension of Time Granted by Employers Agent 15 days Extended date for Completion 19-May-25												
				Approved by: J Cook Signed:  Date: 10/12/2024								

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

Item	Brief Description	Tender allowance	Omit	Add
	<u>PROVISIONAL SUMS</u>			
	<u>Employer Provisional Sums for Defined Works</u>			
A	Boot cleaning area	£7,500		
B	Additional client fit out: Notice boards etc	£5,000		
C	Building external signage	£3,000		
D	Additional acoustic measures	£25,000		
E	Additional external works	£50,000		
	<u>Contractor Included Provisional Sums</u>			
F	Kitchen / bar fit out & reception desks	£31,000		
G	Incoming mains services supplies	£40,000		
H	Covered cycle canopy and bike racks	£15,000		
	Employer Contingencies		See Summary	
	Carried forward	£176,500	£0	£0

APPENDIX D - CLIENT DIRECT COSTS

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

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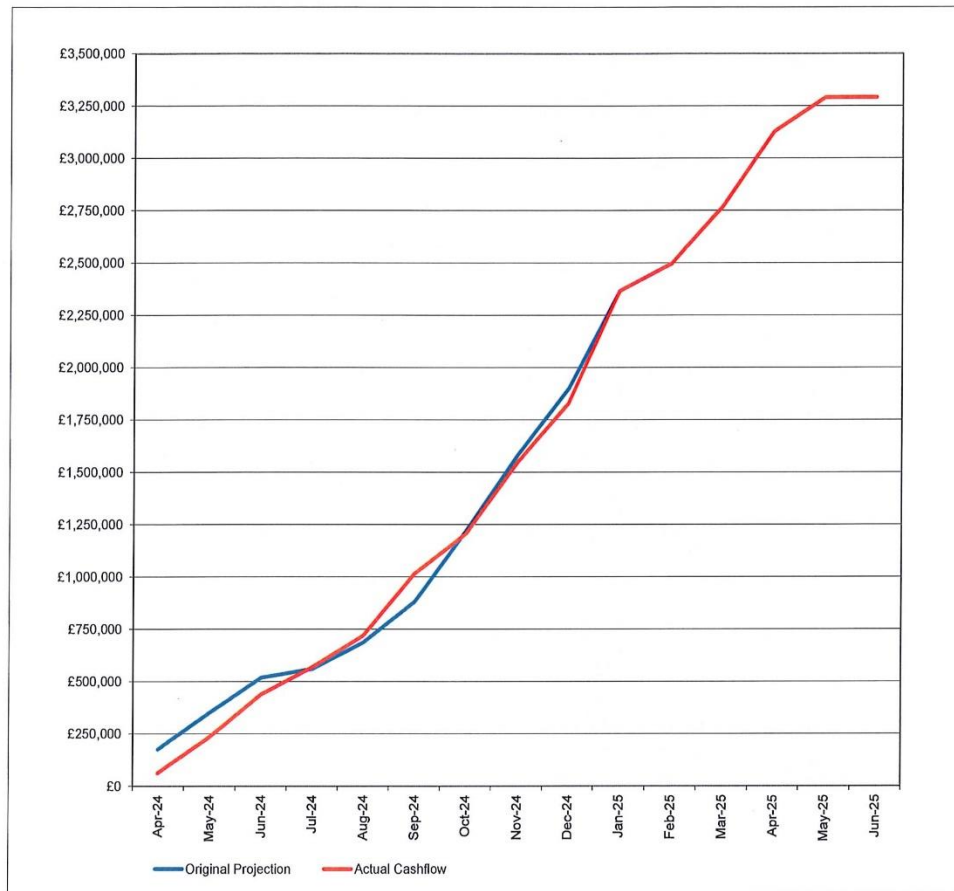
APPENDIX E - PROFESSIONAL AND OTHER FEES

[illegible]

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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	£1,017,301	-£30,519	£986,782	£698,090	£288,692	
7	14-Oct-24	£1,219,229	-£36,577	£1,182,652	£855,535	£327,117	£1,205,636	-£36,169	£1,169,467	£986,782	£182,685	
8	13-Nov-24	£1,581,424	-£47,443	£1,533,981	£1,182,652	£351,329	£1,546,868	-£46,406	£1,500,462	£1,169,467	£330,996	
9	13-Dec-24	£1,900,762	-£57,023	£1,843,739	£1,533,981	£309,758	£1,830,456	-£54,914	£1,775,542	£1,500,462	£275,079	
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	£1,775,542	£520,866	
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	£3,320,067	£0	£3,320,067	£3,242,133	£77,934	
TOTAL						£3,291,506						£3,320,067

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

(ii) Maude Community Centre Charges

At the last meeting of the Maude Community Centre Steering Group the matter of (a) hire fees relating to the first floor Community Hall in the main building and the Imbert Room in the annex building and (b) tenancy rent charges relating to the ground floor sports pavilion and the separate annex building was given detailed consideration.

Comparison was made with Hythe Pavilion and New Romney Assembly Rooms, which provide very similar facilities, in respect of Community Hall and Imbert Room hire charges. Serious consideration was given to setting tenancy rent charges to ensure they are more realistic in terms of market value in regard to the sports pavilion and annex building whilst also taking account of the Council's right to limited use in respect of both tenancies and the maintenance of the sports field by the sports clubs.

Having given this matter due consideration, the following recommendations are made to Full Council for approval:

Community Hall Hire Charges:

Regular User Rate – Per hour (inc VAT):

(Hirer must commit to six or more bookings in a six-month period)

Excluding use of kitchen/bar facilities	£18.50 per hour
Including use of kitchen/bar facilities	£28.50 per hour
Caretaker Charge	£FOC*

*Subject to hirer undertaking basic clean of kitchen/bar area if included in hire

Regular User Rate (Charities/Non Profit Orgs) – Per hour (inc VAT):

(Hirer must commit to six or more bookings in a six-month period)

Excluding use of kitchen/bar facilities	£13.50 per hour
Including use of kitchen/bar facilities	£21.50 per hour
Caretaker Charge	£FOC*

*Subject to hirer undertaking basic clean of kitchen/bar area if included in hire

Casual Bookings – Per hour (inc VAT):

Excluding use of kitchen/bar facilities	£20.00 per hour
Including use of kitchen/bar facilities	£30.00 per hour
Caretaker Charge	+£30.00

Casual Bookings (Charities/Non Profit Orgs) – Per hour (inc VAT):

Excluding use of kitchen/bar facilities	£15.00 per hour
Including use of kitchen/bar facilities	£23.00 per hour
Caretaker Charge	+£30.00

New Romney Sports Clubs (NRFC & NRCC) Rate – Per hour (inc VAT):

Excluding use of kitchen/bar facilities	£7.50 per hour
Including use of kitchen/bar facilities	£11.50 per hour
Caretaker Charge	£FOC*

*Subject to Sports Club(s) carrying out basic clean of all areas at end of hire period

Imbert Room Hire Charges:**Casual Bookings – Per hour (inc VAT):**

Including use of kitchen facilities	£15.00 per hour
Caretaker Charge	+£15.00

Casual Bookings (Charities/Non Profit Orgs) – Per hour (inc VAT):

Including use of kitchen facilities	£10.00 per hour
Caretaker Charge	+£15.00

Long-Term Tenancy Rent Charges:

In respect of rent charges for (a) the ground floor sports pavilion and (b) the annex building, an initial proposed rent charge was agreed that was more in line with potential market value in respect of each tenancy, whilst also recognising that the Council is endeavouring to support the continuation of its local sports clubs and retain a valued public service within the Town; the following points were then taken into account when proposing a final rent charge for approval:

- 1) Within each tenancy agreement, there is a right for the Town Council to make use of the tenanted facility when not in use by the tenant (eg for ad hoc hire of the Imbert Room on Friday evenings and at weekends in the annex building and for bringing in potential holiday sports courses for local children during school holidays which would require use of the pavilion changing rooms and clubroom area - excluding bar); for this reason a discount must be applied
- 2) The New Romney Sports Clubs maintain the sports field (excluding boundaries and trees); this would incur significant cost to the Council, therefore, a significant discount must be applied
- 3) The sports pavilion is a less useable facility in terms of tenancy (ie it is specific to sports use) and, therefore, will command a lower rent than the Maude Community Centre Annex

Maude Community Centre Ground Floor Sports Pavilion Annual Rent Charge (inc VAT):

Base Rent Charge: £700.00 per calendar month

20% discount to reflect estimated max NRTC usage at 20% per year:

-£140.00 per calendar month

Adjusted Rent Charge: £560.00 per calendar month

Further 50% discount to reflect sports clubs' maintenance of sports field and reflect costs not, therefore, incurred by NRTC:

-£280.00 per calendar month

Final Adjusted Rent Charge: £280.00 per calendar month

Maude Community Centre Annex Rent Charge (inc VAT):

Base Rent Charge: £900.00 per calendar month

20% discount to reflect estimated max NRTC usage at 20% per year:

-£180.00 per calendar month

Adjusted Rent Charge: £720.00 per calendar month

A regular £720 per calendar month income from the Maude Community Centre Annex (excluding any ad hoc income from hire of the Imbert Room) will significantly subsidise the running costs of the Maude Community Centre Community Hall – particularly in the early years, when potential / actual regular income will not be known

The proposed tenant rent charges above do not include utilities or business rates which will be re-charged to tenants in addition to the above charges (less 20% to reflect NRTC right to use)

Recommended Action:

- To approve all initial (2025-26) charges, pertaining to hire of the Maude Community Hall and Imbert Room and Rental of the Maude Community Centre Sports Pavilion and Annex Building, as detailed above

St Martins Field – removable bollard/ access point in Ashford Road

Since the new bollards were installed on St Martin's Field there has been an increasing problem with the access point from Ashford Road, for long wheel based vehicles, and also for vehicles with low level ground clearance. Owing to the curb and grass slope up from the road and pathway, and the slope down from the pathway onto the Field area, one of the removable bollard housings, which sits slightly proud of the ground due to the nature of the fitting, has been getting repeatedly damaged, and this also poses a potential for damage to the vehicles. This is not a problem caused by the vehicles, as nothing has particularly changed over the past few years; the issue appears to be with the fact that metal fittings have been installed on the area of ground where there is this difficult ground profile.





Having spoken about this problem with a Funfair proprietor who has used the field recently, he has stated that up until the bollards were installed, together with the planting of a tree, they used to access the Field at an angle and slightly further towards the corner of Fairfield Road and Ashford Road junction, as the ground is more level at this position (see photo).



They now have to use the middle access area that has been provided within the bollards on Ashford Road at a sharper angle, as they are unable to get the swing for the vehicles for the access point nearer to the High Street in Ashford Road (photo) or the Fairfield Road access point.



The Town Council could look at reducing the slopes up and down onto the Field, by planing down the top of the ridge and building up the levels on the Field side of the path, but this would require a large area of grading out, in several directions, and could potentially be extremely costly, and would change the nature / landscape of the grassy area on that side of the field.

Having also discussed the issues with the Parish Caretaker, it is felt that any form of protrusion in the ground at this point has the potential for contact with the base of vehicles, which is more damaging than if they caught the vehicle on just a grassed ridge. The preferred option, in his opinion, would therefore be the installation of double gates with substantial connection between the two, to negate the need for a ground fixing, instead of the drop down bollards, at this access point. The option of one single gate is not viable due to the width of the access opening, as the gate would protrude into the field area too far and would not be able to be fixed back to the bollard line when open due to the locality of trees in the area.

NRTC St Martin's Field Charity Clerk

17.12.2024

KALC COMMUNITY AWARDS SCHEME 2025

(SUPPORTED BY KENT COUNTY COUNCIL, THE HIGH SHERIFF OF KENT
and MAYOR OF MEDWAY)

OUTLINE

Aim of the Scheme: To acknowledge and give recognition to those that have made a significant contribution to their local community.

Implementation: The closing date for nominations will be **Friday 7th February 2025**, so that the presentation of the awards can take place at the 2025 Parish, Town and Community Council or Parish Meeting (Local Council) Annual Meetings, which take place between March and June 2025. It is recognised that some Local Councils already have their own well-established Community Awards Schemes in place. Where that is the case the KALC Scheme could be presented as an additional award.

It is also recognised that some principal authorities have their own Awards Scheme for their area. The KALC Awards Scheme will operate on a more local level and should therefore avoid duplication or overlap with the principal authority.

Who can be nominated for an Award?

Anyone that the Local Council/public think merits an Award for having made a significant contribution to their local community. The person/group must live or work within the Local Council boundary. We are unable to accept nominations for campaign groups.

What is the nomination process?

The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, the Local Council might already know who that person might be, or they might decide to formally invite nominations from their local community with the winner being the one with the most nominations.

What is the criteria for making an Award?

There will be no pre-determined criteria on what a “significant contribution to the local community” might be, although as above we are unable to accept nominations for campaign groups. These criteria would be determined by the Local Council taking into account what was important to them locally. However, some examples of criteria that Local Councils might want to consider are set out in Annex A.

What does the winner receive?

This will be a Certificate signed by those supporting the Scheme, including the Kent County Chairman/Mayor of Medway, the High Sheriff of Kent and the KALC Chairman. The Local Council will provide no more than 30 (thirty) words that they would like inserted on the Certificate to explain the reason for the Award. The Local Council can decide whether it wants to also present something to the winner or to all nominees.

Who presents the Award?

The Award should be presented by the Local Council Chairman/Mayor at their 2025 Annual Meeting. If the Council would like one of the Supporters of the Scheme to participate in the presentation, then please let KALC know so that we can see who would be available to attend. The Awards would provide an opportunity to promote the Local Council and the Award winner in the local media.

Is there any funding available to support the Award?

The Award Scheme has been designed to avoid creating undue time or financial burdens on the Local Council. The cost of the Certificates and frames will be met by Kent County Council.

ANNEX A

Examples of possible criteria

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it.
- b) Achievements or actions of an inspiring nature to the local community.
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people.

In reaching its decision, the Council might want to take into account any or all of the following:

- The level of commitment shown.
- Any obstacles that had to be overcome.
- The amount of benefit derived by the community.
- The number of people benefited or affected.
- The length of service.
- Such other matters that in the opinion of the Council promote the purpose of the Award.

WHITE RIBBON ACCREDITATION

ACCREDITED ORGANISATION

White Ribbon Accreditation is a commitment made by workplaces to work towards transformational culture change in their staff culture, systems and communities. You can join hundreds of organisations across England and Wales in making a commitment to make work a safe place for everyone.

The impact of Accreditation in your workplace:

- 90% of White Ribbon Ambassadors and Champions believe that being an Ambassador or Champion contributes to creating positive change.
- 64% of White Ribbon Ambassadors and Champions said they were having the most conversations at work about the importance of ending violence against women and girls. The next highest was in conversations with friends.
- 82% of Accredited Organisations stated they were enthusiastic about what they could achieve towards preventing violence against women and girls as an organisation.

The value of becoming White Ribbon Accredited includes:

- Making change visible inside and outside of your organisation by communicating to your workforce and community that you are committed to positive change and inclusive workplaces where everyone feels that they belong.
- Taking a holistic and positive approach to bringing about gender equality and ending men's violence against women.
- Demonstrating your ongoing and sustained commitment to preventing men's violence against women by making changes in the way priorities are determined across your organisation through your communications, HR policies, employee development, training, and overall organisational culture.
- Upskilling staff to become a community of changemakers with the understanding and strategies to make a difference.

If you have any questions email **organisations@whiteribbon.org.uk**

SUPPORTER ORGANISATION

The criteria for becoming a supporter organisation is that you have less than 250 staff and that you can make the following 7 commitments.

1. Encourage all staff to make the White Ribbon Promise to never commit, excuse or remain silent about men's violence against women.

2. At least one male employee is required to sign up as a White Ribbon Ambassador (or woman Champion if there are no male staff who can undertake this role). If you are an organisation with strategic responsibility, we ask that your Ambassador is a Strategic Leader.
3. Wear a White Ribbon and display it where appropriate – especially around White Ribbon Day, 25th November.
4. Post the 'White Ribbon Supporter' badge on your website.
5. Hold at least one awareness and fundraising event, or activity, a year. Many organisations will do this around White Ribbon Day, 25th November.
6. Ensure you have policies or protocols in place if your staff or customers disclose that they are experiencing violence and abuse.
7. Make sure women and girls know where to get help.

WHITE RIBBON ACCREDITATION

£420.25

Accreditation Fee for year 1 of 3 from 2024 to 2025

CLERK'S NOTES:

- There is clearly an on-going cost to accreditation – not immediately clear how much on-going costs are via the website; only how much the year one cost is
- This scheme focuses heavily on employee participation; any decision to become accredited should, therefore, involve pre-consultation with staff
- There is an expectation that the organisation (ie the Council) shall hold an annual awareness / fundraising event – the Council would need to consider whether it can accommodate an event between Remembrance and Christmas (suggested around 25th November as this is White Ribbon Awareness Day), noting current and on-going burden of work on staff)
- **An information pack is available on request – and has been requested by Cllr Thomas, who requested that this item be raised; the Council may prefer to await receipt of this pack before considering this matter**

END

