

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk

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

Tel: New Romney 01797 362348

Ref: CN/3005

3rd February 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 10TH FEBRUARY 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 10TH FEBRUARY 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*):

(i) To approve the minutes of the **Full Council Meeting** held on **13th January 2025** (Attached hereto*).

(ii) To approve the minutes of the **Especial Full Council Meeting** held on **20th January 2025** (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 29th January 2025 (Attached hereto*)

(ii) Finance & General Purposes Committee

Meeting held on 22nd January 2025 (Attached hereto*)

(iii) Personnel Committee

Meeting held on 21st January 2025 (Attached hereto*)

- 14. RFO'S FINANCIAL REPORTS FOR 2024-25 (Encs*):**
To consider final payments and receipts and bank reconciliations for December 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 hire charges for Maude Community Centre Community Hall and Imbert Room
- 17. POLICY ON LIVESTREAMING COUNCIL MEETINGS (Encs*):**
To approve and adopt the draft NRTC Policy on the livestreaming of Council meetings.
- 18. PARISH COUNCIL SUPPORT SCHEME (Encs*):**
To consider request from Romney Marsh Community Hub for the Town Council to apply for funding from the KCC Parish Council Support Scheme on its behalf to assist in funding its Ex-Armed Forces Drop-In Sessions. (Scheme Details attached hereto*)
- 19. REVIEW OF NRTC BUILDINGS USE (Encs*):**
To further consider future use of The Assembly Rooms, New Romney, in light of forthcoming completion of the new Maude Community Centre and take any such action as may be deemed appropriate in respect of this matter.
- 20. 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.

21. 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

22. 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.

23. 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.

24. 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.



Tony Hills KCC member for the Romney Marsh Division Report February 2025

Local Democracy

As I write this, we still have no news from the government

Kent will be made to adopt a strategic mayoral authority, fast or slow, we have no choice. We are facing a complete change of how we do things in this County. I'm hoping the new system will bring more resources and funding to the County. 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 set of changes that Kent will have seen in over fifty years. It will affect all levels of local government, and all residents.

Local Issues

Transport and bus services. I have been told that Kent has received a bit more funding from government as part of our 'Bus back better' scheme. I hope the Marsh will get its fair share. The Marsh Bee bus service has got off to a fast start with 223 trips completed in the first couple of months. The Romney Marsh Community Hub is to be congratulated, they are doing a great job.

Ground Water

This is the long term threat to the Marsh. I know I keep going on about this, but this doesn't make it less real. I'm pushing ahead at Kent to present to the Southern Region Flood and Coast Committee (which I sit on for Kent) in the spring a bid to get serious funding to research how we can protect the Marsh into the next century.

Sea water quality

I'm continuing talks with Environment Agency to see how we can improve sea water quality for the north end of Hythe Bay. The EA are presenting water quality management at the next meeting of the Kent Flood and Water Management Committee on the 5th of February (which I chair) to find out of more about the process of measuring water quality.

South Kent Energy Park

I had a meeting with 'Low Carbon' managers last week to discuss concerns including water management with the proposed solar farm. No one in his right mind would be happy to have a massive solar farm dumped in the middle of our unique Romney Marsh. But I believe after years of research the government will decide to proceed under 'National Critical Infrastructure'. My focus is to make sure that my residents (particularly Old Romney) are not left massively out of pocket. Where is the gain for the Marsh. I would like to see some benefit to our residents. For years I have been trying to get finance for a Hammonds Corner roundabout on the A259 and a spur road from there to the Mountfield industrial estate to relieve New Romney High Street and the Marsh Academy from the heavy industrial traffic. I have a plan, and they are talking to me.

Dungeness Power Station

Since the closure of 'B' station was announced, Kent has actively campaigned to build a new station alongside 'B'. The new generation of SMR's (Small Modular Nuclear Reactors) would be a solution, With the support of Folkestone & Hythe District Council. EDF have the space, we have the grid connections and highly trained work force. Who will be needing jobs once the station is defueled. The Kent working party for Dungeness, as your local member I have played a large part in this. We have had meetings with Ministers (previous government) and with the current government departments. Also, with various SMR manufacturers, all we need is the approval of Dungeness by the government to set the wheels rolling.

Climate Change

I serve on the Kent & Essex Inshore Fisheries and Conservation Authority (IFCA) for Kent, they control our coastline from high tide to six miles out (from 6 to 12 miles is controlled by the MMO). Last week at Chelmsford (regional IFCA meeting) I had a great presentation from [REDACTED] of Newcastle University concerning 'Securing Sustainable Inshore Fisheries in the UK. What has this to do with Climate Change, in my opinion we are seeing species change due to warming seas. How does this affect us? If Fishermen can't catch, fishermen won't go, and they will sell up. This loss of a way of life which has been a historic part of the Marsh is fading away. No boats, no, fish no tourism. In my view this way of life needs supporting.

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 10th February 2025.

Since my last NRTC Full Council report I have taken part in one FHDC Full Council meeting, two FHDC Planning Committee meetings, one FHDC Planning Committee briefing with FHDC Planning Officers, an FHDC Planning Forum, an FHDC Corporate Plan Working Group meeting, one FHDC Councillor meeting with Southern Water/Environment Agency, one Romney Marsh Partnership briefing with FHDC Officers, one FHDC Councillor briefing session, a Romney Marsh Primary Care Network (PCN) Integrated Neighbourhood Team (INT) meeting and a Romney Marsh Community Hub (RMCH) Workshop.

FHDC Planning and Licensing Committee meetings.

In the first meeting we dealt with four planning application, none of which were from New Romney.

In the second, Especial meeting, we dealt with two planning applications associated with the Folkestone Harbour development.

FHDC Planning Committee briefing with FHDC Planning Officers.

This was a briefing for all members of the Planning Committee.

FHDC Planning Forum.

The agenda included:

Changes to the National Planning Policy Framework.

Development Management.

FHDC Full Council meeting.

The agenda included:

A motion on the future of the proposed Committee System – which has been the subject of a press statement sent to all NRTC Councillors.

Appointment of new Monitoring Officer.

The previous Monitoring Officer left FHDC in December 2024. The Council agreed to the appointment of the Director of Strategy and Resources, as the council's Monitoring Officer under Section 5 of the Local Government and Housing Act 1989.

The four Deputy Monitoring Officers will be:

The Chief Officer – People and Customer Services, the Legal Services Manager, the Democratic Services & Elections Manager and the Democratic Services Team Leader.

See link below.

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

FHDC Corporate Plan Working Group meeting.

The agenda included:

Draft Corporate Plan.

To receive and comment on the draft Corporate Plan.

Draft Corporate Plan Action Plan

To receive and comment on the draft Action Plan.

FHDC all Member briefing.

We received a briefing about the proposed Devolution and Local Government Reorganisation.

FHDC meeting with Souther Water and Environment Agency.

We received presentations from both Southern Water and the Environment Agency on bathing water quality, particularly focusing on Sunny Sands, Folkestone.

Romney Marsh Partnership.

I received a briefing on the allocation of funds from the NDS/NRS to secure a replacement FHDC Officer to run the RMP. Interviews are to take place in early February.

The next RMP meeting will take place at the end of March 2025.

Romney Marsh Primary Care Network (PCN) Integrated Neighbourhood Team (INT)

The agenda included:

Update on EOL (End of Life) workstream.

Update on Prevention workstreams

Breast Screening, TLHC (Targeted Lung Health Check), Cervical Cancer Prevention Week, Cancer Awareness via schools, Look Good Feel Better.

We also received a presentation on Pancreatic Cancer Awareness from Health and Social Care Students from The Marsh Academy.

Romney Marsh Community Hub (RMCH) Workshop.

I took part in a “Planning with Partners” Workshop at the Hub on the Beach, with RMCH Trustees, Staff and a local NHS lead.

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.

I have been able to secure 6 free car parking passes for the Hub on the Beach for local residents using the new facility.

Ward Grant Applications.

I have now allocated all of my Ward Grant money for 2024/25, as per my previous reports.

FHDC Councillor Paul Thomas – 3rd February 2025

MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Monday 13th January 2025
Commencing at 6.46pm

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

Town Ward:

Councillors: J Davies, J Houston, P Carey, L Phillips and D W
Wimble

Coast Ward:

Councillors: P Thomas, J Hiscock, P Coe, K Terry, S O'Hare and
E Carr

In Attendance:

Town Clerk	-	Mrs C Newcombe
Mayor's Chaplain		
KCC Councillor	-	Cllr A Hills

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**.

453/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Hodges	-	due to a medical appointment
Councillor Meredith	-	who was unwell
Councillor Rev Cn McLachlan	-	who was unwell

454/2024-25 **DISPENSATION TO PARTICIPATE**

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

455/2024-25 **DECLARATIONS OF INTEREST**

@6.47PM 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 466/2024-25
refers)

456/2024-25 **REPORT OF THE KENT COUNTY COUNCILLOR**

KCC Councillor Hills presented his written report, which included information and updates relating to plans for a large-scale solar farm on

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Romney Marsh and proposed changes to local democracy. The aforementioned report was duly received and noted. There were no questions on this occasion.

457/2024-25 **REPORTS OF THE DISTRICT COUNCILLORS**

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

Councillor Wimble had not submitted a report but verbally advised that he had attended a recent community meeting about proposals for a large solar farm.

458/2024-25 **ADJOURNMENT OF MEETING**

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

459/2024-25 **PUBLIC QUESTIONS**

None.

460/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

461/2024-25 **MINUTES**

The Chairman presented the minutes of the **Full Council Meeting** held on **16th December 2024**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Davies

RESOLVED – that the minutes of the Full Council Meeting held on 16th December 2024 be approved and signed as a true and correct record.

Councillors Carey, Houston, Carr and Wimble abstained from voting as they had not been present at the afore-mentioned meeting.

The Chairman subsequently signed the afore-mentioned minutes.

462/2024-25 **MAYOR'S REPORT AND COMMUNICATIONS**

(i) The Mayor's report regarding civic engagements attended since the last meeting was not available on this occasion due to the Christmas break.

(ii) The Mayor reported that he had communicated with the local MP regarding proposals for a new medical hub for Romney Marsh and that he

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had participated in an initial meeting. It was advised that an update report would be issued in due course in respect of this matter.

463/2024-25 **TOWN CLERK'S REPORT**

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

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

None.

Town Clerk 6th January 2025

Further Items of Report

The Clerk reported that following publication of the Notice of Casual Vacancy for Coast Ward Councillor, a valid petition had been received by the District Council and a **by-election** would, therefore, be held which, if contested, would be at a cost to the Town of £7,420.00.

464/2024-25 **STANDING ORDER NO.14**

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

465/2024-25 **STANDING COMMITTEES**

(i) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **18th December 2024**, which were duly received and noted.

(ii) Councillor Thomas presented the minutes of the **Personnel Committee** meeting held on **18th December 2024**, which were duly received and noted.

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466/2024-25 **RFO'S FINANCIAL REPORTS FOR 2024-25**

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

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Terry

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

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

November 2024	Receipts:	
Payments:		
NatWest Current Account £51,720.52	£51,720.52	
Unity Trust Current Account: £150,356.50	£89,560.51	
Lloyds Bank Business Account: £281,644.00	£300,081.69	
NatWest Business Reserve Account: £150,269.62	£1,510.70	
Petty Cash:	£0.00	£73.46
Lloyds Bank Corporate Card:	£308.66	£367.66
Lloyds Bank Instant Access Online Saver	£3,563.11	£0.00
NSIB	£0.00	£0.00

467/2024-25 **COUNCIL REPRESENTATIVES' REPORTS**

None.

468/2024-25 **CAPITAL PROJECTS REPORT**

(i) The Maude Community Centre Project Update Report was not available on this occasion due to the close proximity of the Christmas break.

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

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(iii) Having duly considered the matter of proposed rent charges for the Maude Community Centre Ground Floor Sports Pavilion and the Maude Community Centre Annex as well as proposed hire charges for the Maude Community Centre First Floor Community Hall and the Annex Building Imbert Room, it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor O'Hare

RESOLVED – that (i) the Town Council approves the Rent Charges for 2025-26 in respect of the Maude Community Centre Ground Floor Sports Pavilion and the Maude Community Annex Building as presented; (ii) a comparative study of hall hire charges across the Romney Marsh area be undertaken to provide insights into the regional practices and pricing trends to be compiled into a report for presentation to Full Council, to be reviewed at the next available Full Council meeting; and that (iii) following comprehensive review of comparative hall hire charges across Romney Marsh, a revised and expanded set of hire rates [in respect of the Maude Community Centre First Floor Community Hall and the Annex Building Imbert Room] be compiled to:

- **Better accommodate both community and external users from outside of the immediate area**
- **Provide flexible hire options that encourage greater use of Council facilities whilst ensuring affordability and fair use.**

*Rent charges for 2025-26 in respect of Sports Pavilion tenancy and Annex tenancy were, therefore, set as below:

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

469/2024-25 **ST MARTIN'S FIELD ACCESS**

Having duly considered recurring issues with damage to and by the ground fixings for existing drop-down bollards which provide access for larger vehicles onto St Martin's Field for events, it was:

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PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Houston

RESOLVED UNANIMOUSLY – that the opinions of at least two local companies be sought as to what would be the best course of action to resolve St. Martin's Field access issues.

@7.39PM the Mayor's Chaplain left the meeting.

470/2024-25 **KALC COMMUNITY AWARDS 2025**

Having duly considered participation in the KALC Community Award Scheme 2025 and potential Town Council nominations, it was:

(i)

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that New Romney Town Council adopts the KALC Community Award Scheme 2025.

(ii)

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

RESOLVED UNANIMOUSLY – that Kosh and Uri Patel be nominated by the Town Council for a 2025 KALC Community Award*.

*Councillor Terry to provide the required supporting statement for the afore-mentioned nomination.

471/2024-25 **WHITE RIBBON CAMPAIGN**

(i) Having duly considered an opportunity to work towards White Ribbon Accreditation and make a commitment towards encouraging transformational cultural change in the community in respect of men's violence against women, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that New Romney Town Council agrees, in principle, to explore the White Ribbon Scheme further and, in the interim, authorises the Town Clerk to consult with Town Council staff in regard to potential employee involvement.

472/2024-25 **CINQUE PORTS CONFEDERATION PODCAST**

Having previously agreed to participating in the Cinque Ports Confederation project to create a Confederation podcast and to promote the Cinque Port Town of New Romney specifically through creation of an additional New Romney-specific podcast as part of this project , it was:

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PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Terry

RESOLVED – that (i) costs in the amount of £1,000.00 excluding VAT for the development and publication of a New Romney podcast through the Cinque Ports Confederation be hereby approved – to be funded from the Confederation Reserve Fund and that (ii) Councillor Thomas be appointed to represent the Town Council and be interviewed about the civic history of New Romney for the podcast.

473/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

@7.51PM, having duly considered the nature of matters to now be discussed, it was:

PROPOSED BY: Councillor Hiscock

SECONDED BY: Councillor Thomas

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 left the meeting at that time.

474/2024-25 **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.

Due to a personnel issue, the Private & Confidential session and the meeting were brought to a conclusion by the Chairman **@7.59PM** with any remaining matters* deferred to a future meeting of the Council.

*There was, in any case, nothing to report under remaining agenda items.

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

MINUTES
of
An Especial Meeting of New Romney Town Council
Held in the Council Chamber, New Romney
on Monday 20th January 2025
Commencing at 6.45pm

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

Town Ward:
Councillors: J Davies, P Carey and E Carr

Coast Ward:
Councillors: P Coe, P Thomas, J Hiscock, S O'Hare and K Terry

In Attendance:
Town Clerk & RFO - Mrs C Newcombe

IN THE CHAIR
The Mayor – Councillor J Rivers

475/2024-25 **APOLOGIES FOR ABSENCE**
None.

476/2024-25 **DISPENSATION TO PARTICIPATE**
No new applications for Dispensation to Participate had been processed by the Town Clerk.

477/2024-25 **DECLARATIONS OF INTEREST**
@6.45PM all Councillors present declared a DPI (Disclosable Pecuniary Interest) in respect of the setting of the Precept for 2025-26, stating that they had been granted dispensation to participate and vote in respect of this matter.

478/2023-24 **PRECEPT REQUIREMENT 2025-26**
Having duly considered the draft budgetary requirement for 2025-26 and the resulting Precept requirement for 2025-26, and having noted that the proposed Budget requirement and output Precept requirement had been vigorously debated by the Finance and General Purposes Committee, it was:

(i)

PROPOSED BY: Councillor Terry
SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that New Romney Town Council’s net budget requirement for 2025-26, in the amount of £429,562.00, be hereby confirmed and approved.

(ii)

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that New Romney Town Council’s Precept requirement for 2025-26, in the amount of £429,562.00 be hereby confirmed and approved.

(iii)

PROPOSED BY: Councillor Hiscock
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the Town Clerk and / or the RFO be authorised to submit the formal Precept demand to Folkestone & Hythe District Council by the due deadline and, in consultation with the Chairman of the Council, to issue an associated press release.

The Clerk was thanked for the detailed and clear report that supported the Council in considering this matter.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded @ **6.54PM**.

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

Minutes prepared by the Town Clerk

MAYOR'S CIVIC FUNCTION LIST

Events attended since the last meeting of Full Council

1. Sunday 5th January 2025 – Blessing of the Sea, Margate. *
2. Thursday 30th January - The Marsh Rotary Club, New Romney *

* Accompanied by the Mayoress.

* Accompanied by the Deputy Mayor.

AGENDA ITEM 11

MEETING OF FULL COUNCIL – 10th FEBRUARY 2025 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 13th January 2025

- 1) The formal precept demand for 2025-26 has been duly submitted to Folkestone & Hythe District Council.
- 2) The New Romney Town Council nomination for a KALC Community award has been duly submitted.
- 3) The Cinque Port Confederation Joint Solicitor has been advised that funding has been approved by the Town Council for the New Romney podcast and that Councillor Thomas has been authorised to act as the Council's representative for the purpose of being interviewed for the podcast.
- 4) The matter of seeking advice in respect of St. Martin's Field access options is currently in hand.
- 5) No further information has, as yet, been received regarding the White Ribbon Campaign which the Council has agreed to support, in principle.

Additional Items of Report

- 1) A contested by-election will take place on Thursday 27th February 2025 for the Casual Vacancy in respect of Coast Ward Councillor for New Romney Town Council. Election notices have been duly published and polling cards will be delivered in due course.
- 2) Due to a damaged waste water pipe connecting the One Stop Shop and the public toilets in Church Road Car Park, emergency remedial works are being undertaken in the Assembly Rooms Car Park/Church Road Car Park. Associated costs will be required to be allocated from the Council's Contingency Budget for 2024-25; this will be dealt with in due course by the Finance & General Purposes Committee.

AGENDA ITEM 13

304

MINUTES
of
A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 29th January 2025
Commencing at 6.45pm

PRESENT:

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

In the Chair: Councillor K Terry

In Attendance: Planning Clerk - Mrs G Hall
Members of public - x 1

501/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Cllr Rev Cn McLachlan due to personal reasons.

Cllr J Houston due to personal reasons.

502/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

503/2024-25 **DECLARATIONS OF INTEREST**

None.

504/2024-25 **ADJOURNMENT OF MEETING**

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

505/2024-25 **PUBLIC QUESTIONS**

None received.

506/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

507/2024-25 **MINUTES**

Minutes of the Meeting Held on 18th December 2024

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 18th December 2024**, a copy of which had been previously circulated to all Councillors.

Having duly considered the afore-mentioned minutes, it was

305

PROPOSED BY: Councillor O'Hare

SECONDED BY: Councillor Davies

RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 18th December 2024 be approved and signed as a true and correct record.

Councillor P Carey & Councillor L Phillips abstained from voting as they hadn't been present for the meeting.

508/2024-25 **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:

Planning application: 24/1382/FH – The Red Cross Shop

Councillor Thomas – The district councillor at Folkestone and Hythe District council liaised with a senior officer within the Planning Department at FHDC and he confirmed that The Conversation Officer's report/comments are for office use only, to inform the Planning Officer of the relevant conservation criteria to be applied to an application.

The good news is that the Red Cross Shop planning application has now been approved with conditions by FHDC under planning application: [24/1521/FH](#) - see delegated decisions

New Consolidation Order in Folkestone and Hythe

Email from KCC:

Good morning,

We would like to inform you of a Made Order to consolidate all traffic movements in Folkestone & Hythe.

To find out more please visit: [Various Roads in the District of Folkestone & Hythe - Traffic Movement Consolidation Order](#)

If you wish to challenge the validity of the order, you may apply to the High Court by 3 March 2025.

Kind regards,

KCC's Traffic Management Team

TRO@kent.gov.uk

509/2024-25 **SCHEDULE OF PLANNING APPLICATIONS**

It was

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

306

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:

Application No

Location and Description

(i) [24/2009/FH](#)

2 Richmond Drive,
New Romney, TN28 8UT

Single storey porch with pitched roof to front elevation. (Extension to deadline for comments requested: 15.01.25)

RECOMMENDATION

Did not comment as application already decided.

Voting:

For Application:

Against Application:

Abstained:

(ii) [24/2008/FH/TCA](#)

Caldecot House, North House,
New Romney, TN28 8DW

Works to tree situated in a conservation area comprising of a Bromley Apple crown reduction of approx. 2 meters.

RECOMMENDATION

Did not comment as application already decided.

Voting:

For Application:

Against Application:

Abstained:

(iii) [24/2021/FH](#)

79 High Street, New Romney,
TN28 8AZ

Advertisement consent for a single sided D6 digital advertisement display. (extension to deadline for comments requested: 15.01.25)

307

RECOMMENDATION

No Objection – please note information from applicant is incorrect, it is in a conservation area and it is situated next to business premises that have residential properties above.

Voting:

For Application:
Against Application:
Abstained:

6
0
1

(iv) [25/0043/FH](#)

95 St Nicholas Road,
Littlestone, New Romney,
TN28 8QA

Front & rear dormers.

No Objection

RECOMMENDATION

Voting:

For Application:
Against Application:
Abstained:

7
0
0

(v) [25/0095/FH](#)

17-19 Dunes Road,
Greatstone, TN28 8SS

Retrospective application for siting of InPost Parcel Locker.

No Objection

RECOMMENDATION

Voting:

For Application:
Against Application:
Abstained:

6
1
0

510/2024-25 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

511/2024-25 **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, 19th December 2024 & 5th January 2025 were duly received and noted.

512/2024-25 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Wednesday 22nd December 2024 & The latest Water Quality Sampling Information which had previously been circulated to all Committee Members, was duly received and noted.

308

513/2024-25 **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:

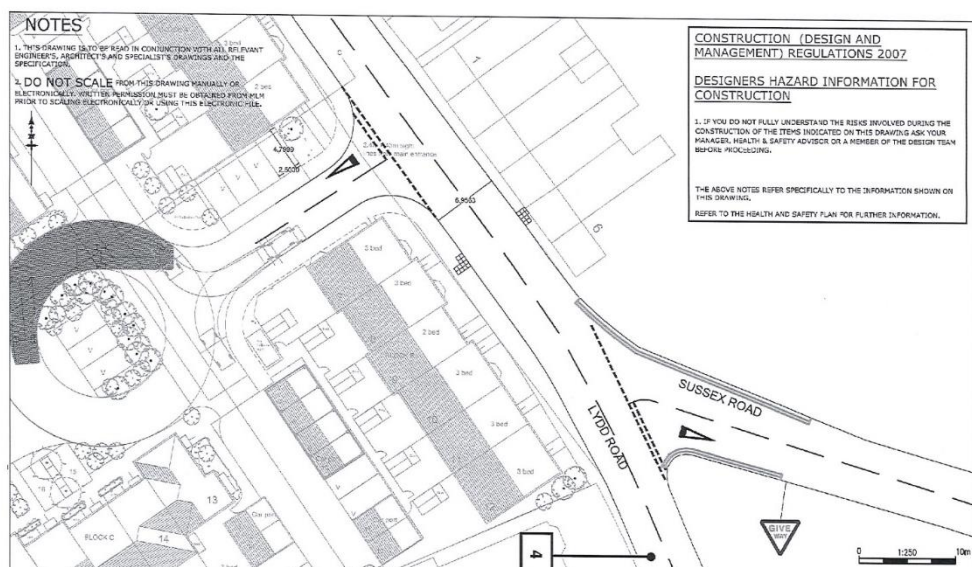
Changes to New Romney High Street Parking

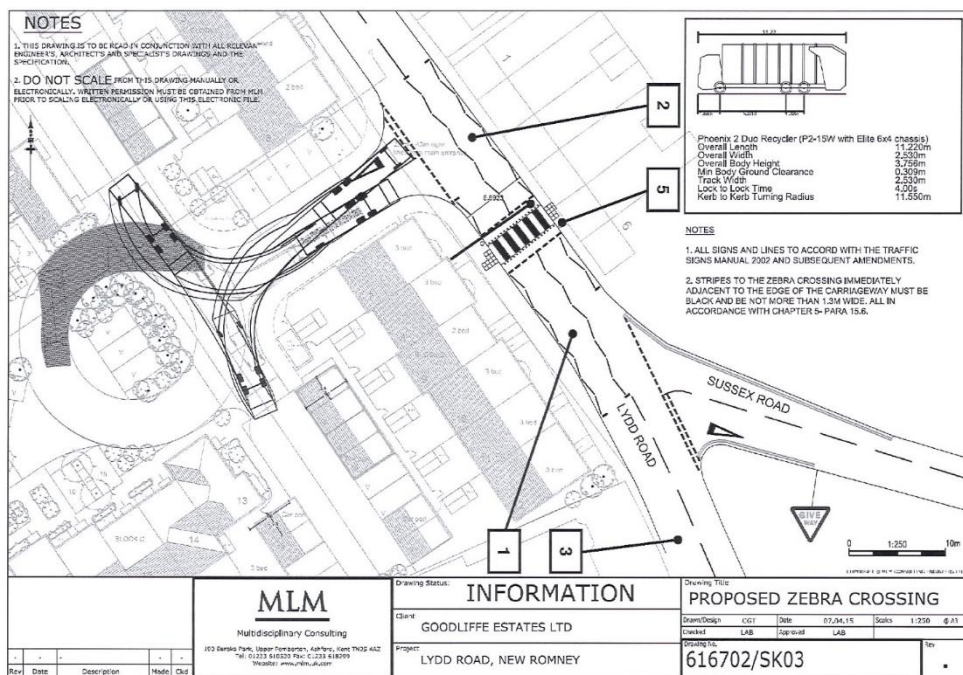
After sending a chasing email to query when the final line work will be installed, I was advised that all works will be completed in the next week – GH 15.01.2025

Email sent to chase what is happening as the lines have still not been completed – GH 29.01.2025

Disabled Bay – Lydd Road.

A query was raised with FHDC regarding the installation of a disabled parking bay on Lydd Road outside the West View Cottages. The disabled parking bay is situated near to where a proposed pedestrian crossing is to be installed by the developers in the land opposite. The dropped kerbs have already been installed on either side of Lydd Road by the developer where the crossing is to be installed – see images below taken from the planning application for the development site. FHDC have advised the bay can be moved once the crossing is installed.





ANNEX B - PROBLEM LOCATION PLAN - SHEET 2 OF 2

HIP Meeting with KCC – 14th January 2025

The planning clerk took part in a zoom call with Kent County Council's Highway Improvement Plan team and went through New Romney Town Council's Highway Improvement Plan. A copy of the updated plan has been forward to all councillors, and this has also been uploaded onto New Romney Town Council's website under the Parish Highway Improvement Plan section.

Road Safety & Active Travel News Letter from KCC

The latest Road Safety & Active Travel Newsletter received from KCC has been uploaded to New Romney Town Council's website under the Parish Highway Improvement Plan section.

514/2024-25 **TRANSPORT FOR THE SOUTH EAST'S DRAFT TRANSPORT STRATEGY CONSULTATION**

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

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that Councillor Terry complete the Consultation Questionnaire on behalf of The Planning and Environment Committee.

The Chairman thanked those present for their attendance and the meeting Concluded **at 7.21PM**

Minutes prepared by the Planning Clerk

296

MINUTES
of
**A Meeting of New Romney Town Council's
Finance and General Purposes Committee
Held in the Assembly Rooms on
Wednesday 22nd January 2025 commencing at 6.45pm**

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

In Attendance:

RFO	-	Mrs C T Morris
Finance Clerk	-	Mrs J Field
Member of the Public	-	1

IN THE CHAIR: Councillor P Thomas

485/2024-25 **APOLOGIES FOR ABSENCE**

Councillor J Rivers – for personal reasons
Councillor J Hiscock – who was attending another meeting

486/2024-25 **DISPENSATION TO PARTICIPATE**

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

487/2024-25 **DECLARATIONS OF INTEREST**

@6.46PM Councillor Coe declared an Other Significant in Agenda item 12, due to his being a patron of the organisation applying for grant funding (*Minute Ref 496/2024-25 refers.*)

@6.46PM Councillor Thomas declared an Other Significant Interest in Agenda item 12, due to his wife being a patron of the organisation applying for grant funding (*Minute Ref 496/2024-25, refers.*)

488/2024-25 **ADJOURNMENT OF MEETING**

@6.46PM it was:

PROPOSED BY: Councillor Terry
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the meeting be adjourned to allow for an allocated Public Session.

The meeting was thereby adjourned

297

489/2024-25 **PUBLIC QUESTIONS**

A Council Member, having declared an Other Significant Interest, gave a short statement in respect of the grant funding application to be considered under Agenda item 12.

490/2024-25 **RE-CONVENING OF MEETING**

@6.47PM it was:

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

RESOLVED UNANIMOUSLY– that the meeting be re-convened.

The meeting was, thereby, duly reconvened and the formal business of the meeting resumed.

491/2024-25 **MINUTES**

(i) The Chairman presented the Minutes of the **Finance & General Purposes Committee Meeting** held on **20th November 2024**, copies of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Davies
SECONDED BY: Councillor Coe

RESOLVED – that the minutes of the Finance & General Purposes Committee Meeting held on 20th November 2024, be approved and signed as a true and correct record.

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

The Chairman subsequently signed the Minutes.

(ii) The Chairman presented the Minutes of the **Finance & General Purposes Committee Budget Meeting** held on **9th December 2024**,

copies of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Terry

RESOLVED – that the minutes of the Finance & General Purposes Committee Budget Meeting held on 9th December 2024, be approved and signed as a true and correct record.

298

Councillor Rev Cn McLachlan abstained from voting as she had not been in attendance at the meeting and Councillor Carey abstained from voting as he had left the meeting early

The Chairman subsequently signed the Minutes.

492/2024-25 **FINANCIAL MATTERS**

(i) To receive and note 2024/2025 Budget Comparison and Income & Expenditure reports

The 2024/2025 Budget Comparison Report and Income and Expenditure Reports were received and noted.

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

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

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the afore-mentioned detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority, in the sum of £70,484.64 exc. VAT, be received and noted and identified cost centres be approved.

(iii) Schedule of Fund Transfers

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

493/2024-25 **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

The RFO presented her Community Infrastructure report, which was received and noted.

494/2024-25 **RFO'S REPORT**

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

RFO's Report – F&GP Meeting on 22nd January 2025

Actions completed since the F&GP Committee meeting held on 20th November 2024:

1. Following their confirming acceptance of the award, the payment for grant funding to Romney Marsh Community Hub in respect of their Quest Rehab provision has been made (*Minute Ref: 369/2024-25 refers*).

299

Other Matters of Report:

2. Notification of rate changes was received from NatWest Bank (Attached hereto*)
3. Notification of changes to interest rates was received from NSIB (Attached hereto*)
4. Notification of changes to account status was received from Lloyds Bank (Attached hereto*)

This concludes my report – RFO 15th January 2025

495/2024-25 **QUOTATIONS**

(i) The Greens Toilet Block

Due consideration was given to the quotations received in respect of cleaning & maintenance of The Greens toilet block for the 2025 season. It was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that (i) the quotation received, in the sum of £7,412.00, to carry out cleaning & maintenance of The Greens toilet block for the 2025 season, be approved: (ii) this to be funded from the 2025 Toilet Block budget and the RFO be authorised to settle all invoices, once received, having first ascertained all is in order.

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

(ii) Tree Works

Due consideration was given to the quotations received in respect of tree works. It was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that (i) the quotations received in respect of tree works as detailed below:

- **Assembly Rooms Car Park - £ 380.00 plus VAT**
- **Station Road Sports Field - £ 140.00 plus VAT**
- **Fairfield Rd Recreation Ground - £ 240.00 plus VAT**

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

300

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

(iii) Town Hall Stairlift Service Plan

Consideration was given to the proprietary nature of the service to be provided and it was:

(a)

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that, due to the proprietary nature of the service to be provided, Standing Orders be waived to allow consideration of a range of options from a single supplier.

(b)

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that (i) the option offered, in the sum of £1,400.00, to provide a 3-year Gold Service Plan for the Town Hall stairlift, be accepted and funded from the Town Hall budget and (ii) the Clerk to be authorised to settle all invoices, once received, having first ascertained all is in order.

NB: The contract was, therefore, awarded to Higher Elevation Limited.

496/2024-25 **GRANT FUNDING/ DONATIONS**

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

It was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Terry

RESOLVED – that grant funding in the sum of £1,686.00 be awarded to the John Armitage Memorial Trust (JAM), this to be funded as detailed below:

**£886.00 from the 2024/2025 Grants/Donations Budget
£800.00 from the 2025/2026 Grants/Donations Budget**

497/2024-25 **USE OF TOWN COUNCIL LANDS**

Consideration was given to the duration applicable to the previously approved charges in respect of circuses and funfairs.

301

It was:

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that the duration of time applicable to the previously approved charges, in respect of funfairs and circuses, be defined as per week or part thereof.

498/2024-25 **ST MARTIN'S FIELD – COMMUNITY NOTICE BOARD**

(i) Community Notice Board - Supply

Consideration was given to the proprietary nature of the product to be supplied. It was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that, due to the proprietary nature of the product to be supplied, Standing Orders be waived to allow consideration of a single quotation.

(ii) Community Notice Board - Installation

Consideration was given to the current arrangement in respect of taking delivery of street furniture. It was:

PROPOSED BY: Councillor Terry
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that, due to the current arrangement for taking delivery of street furniture, Standing Orders be waived to allow consideration of a single quotation.

(iii) Community Notice Board – Supply & Installation

Quotations in respect of supply and installation of a community notice board, were given due consideration.

It was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that (i) the quotations received in respect of supply and installation of a community notice board as detailed below:

Supply - £ 3,093.00 plus VAT
Installation - £ 480.00 plus VAT
Total - £ 3,573.00 plus VAT

be accepted and funded as detailed below:

302

£ 181.73 CIL 2021/2022 Reserve Fund
£ 3,391.27 Play & Miscellaneous Equipment Reserve Fund
£ 3,573.00

(ii) the Clerk to be authorised to settle all invoices, once received, having first ascertained all is in order.

NB:

The supply contract was, therefore, awarded to David Ogilvie Engineering.

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

499/2024-25 **ST MARTIN'S FIELD – PLANTERS**

(i) Planters x 4 - Supply

The RFO having advised that only 2 suppliers for the type of product required had been identified, it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that, due to the lack of available suppliers, Standing Orders be waived to allow consideration of quotations from the 2 suppliers identified.

(ii) Planters x 4 (Removal of existing and Installation of new)

Consideration was given to the current arrangement in respect of taking delivery of street furniture and it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that, due to the current arrangement for taking delivery of street furniture, Standing Orders be waived to allow consideration of a single quotation.

(iii) Planters x 4 - (Removal of existing and supply and installation of new)

Quotations in respect of removal of existing planters and supply and installation of new, were given due consideration.

It was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that (i) the quotations received in respect of removal of existing planters and supply and installation of new, as detailed below:

303

Supply	- £ 1,684.74 plus VAT
Removal & Installation	- <u>£ 2,416.00</u> plus VAT
Total	- £ 4,100.74 plus VAT

be accepted and funded as detailed below:

£ 2,100.74	CIL 2021/2022 Reserve Fund
<u>£ 2,000.00</u>	Grants & Donations Received Reserve Fund
£ 4,100.74	

(ii) the Clerk to be authorised to settle all invoices, once received, having first ascertained all is in order.

NB:

The supply contract was, therefore, awarded to Amberol Limited.

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

500/2024-25 **COUNCILLOR IT EQUIPMENT**

The RFO provided an update in respect of missing councillor IT equipment and following extensive consideration it was:

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that, (i) the RFO send one letter per month, for up to a maximum of 3 months as necessary, requesting that the Councillor, as identified to those present, either return the Town Council issued I-pad or re-imburse the Town Council for its cost in the sum of £301.12; (ii)The RFO to liaise with Councillor Davies and Councillor Thomas in respect of the detailed wording for the letters and (iii) the final letter, if required, to include a potential avenue of recourse via the Small Claims Court.

The Chairman thanked the Councillors and the RFO for their attendance and the meeting then concluded @ **7.43PM**.

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

Minutes prepared by the RFO

293

MINUTES
Of
An Especial Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Tuesday 21st January 2025
Commencing at 10.03am

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

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

479/2024-25 **APOLOGIES FOR ABSENCE**

None.

480/2024-25 **DISPENSATION TO PARTICIPATE**

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

481/2024-25 **DECLARATIONS OF INTEREST**

None.

482/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

@10.04AM, having considered the nature of matters to be discussed under Agenda Item 7 and, in view of the fact that 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 Coe

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.

483/2024-25 **STAFF MATTERS**

(i) Councillor / Staff Protocols – Councillor Complaint

The Clerk’s confidential report regarding a formal complaint received following the Full Council meeting held on Monday 13th January 2025 was duly received and noted.

294

Having considered the nature of the complaint and the provisions of the NRTC Complaints Procedure, which require that efforts should be made to resolve any complaint informally in the first instance, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the Chairman of the Council shall write to the Councillor identified [as subject of the complaint] regarding behaviour at Council meetings.

(ii) Personal Staff Matter

Having duly considered the Clerk’s confidential report regarding a personal staff matter, it was:

(a)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that a 12-month unpaid sabbatical be hereby approved in respect of the Planning Clerk post, subject to identified conditions pertaining to a required notice period.

(b)

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that (i) a previously interviewed candidate [as identified to those present] be invited to apply for the temporary post of Planning Clerk, if interested; (ii) the Clerk be authorised to undertake all such actions as may be required to advertise a fixed-term (13 month) temporary vacancy for the post

of Planning Clerk and (iii) in consultation with the Chairman of the Council and the Chairman of the Personnel Committee, to make all necessary arrangements to undertake an interview procedure.

484/2024-25 **CONCLUSION OF PRIVATE SESSION**

@10.37AM, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the private and confidential session be hereby concluded.

295

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.37AM**.

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

AGENDA ITEM 14

New Romney Town Council 2024/25

Bank - Cash and Investment Reconciliation as at 31 December 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2024	Nat West Current A/c	500.00 ✓
31/12/2024	Unity Trust A/c	123,546.63 ✓
31/12/2024	Lloyds Bank Business A/c	230,460.18 ✓
31/12/2024	Nat West Business Reserve A/c	64,395.64 ✓
31/12/2024	Petty Cash	133.49 ✓
31/12/2024	Corporate Card	0.00 ✓
31/12/2024	Lloyds Bank I/A Online Saver	2,184,588.13 ✓

2,603,624.07

Other Cash & Bank Balances

10,453.00 ✓

2,614,077.07

Unpresented Payments

123.10 ✓

2,613,953.97

Receipts not on Bank Statement

0.00

Closing Balance

2,613,953.97

All Cash & Bank Accounts

1	Nat West Current A/c	500.00
2	Unity Trust Current A/c	123,546.63
3	Lloyds Bank Business A/c	230,460.18
4	Nat West Business Reserve A/c	64,395.64
5	Petty Cash	133.49
6	Corporate Card	-123.10
7	Lloyds Bank I/A Online Saver	2,184,588.13
	Other Cash & Bank Balances	10,453.00
	Total Cash & Bank Balances	2,613,953.97

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		500.00					500.00	
FP CREDIT	Banked: 05/12/2024	550.00						
FP CREDIT	BABYSEASHELLS LTD	550.00			1010	215	550.00	Baby Seashells - Rent
FP CREDIT	Banked: 06/12/2024	669.00						
FP CREDIT	Hobbs Parker	669.00		-13.50	1010	205	682.50	Hobbs Parker - THH - Rent
	Banked: 06/12/2024	49,331.00						
AUTO TRANS	Nat West Business Reserve A/c	49,331.00				215	49,331.00	AUTO TRANSFER
	Banked: 13/12/2024	50,000.00						
AUTO TRANS	Nat West Business Reserve A/c	50,000.00				215	50,000.00	AUTO TRANSFER
	Banked: 17/12/2024	240.13						
AUTO TRANS	Nat West Business Reserve A/c	240.13				215	240.13	AUTO TRANSFER
	Banked: 18/12/2024	42.47						
AUTO TRANS	Nat West Business Reserve A/c	42.47				215	42.47	AUTO TRANS
BACS CR	Banked: 23/12/2024	16,872.72						
BACS CR	FHDC	16,872.72			1090	275	16,872.72	FHDC - CIL
					393		16,872.72	FHDC - CIL
					6001	275	-16,872.72	FHDC - CIL
	Banked: 31/12/2024	75.00						
AUTO TRANS	Nat West Business Reserve A/c	75.00				215	75.00	AUTO TRANSFER
Total Receipts for Month		117,780.32	0.00	-13.50			117,793.82	
Cashbook Totals		118,280.32	0.00	-13.50			118,293.82	

Continued on Page 71

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/12/2024	Lloyds Bank Business A/c	009989	50,000.00			210		50,000.00	T/F Nat West to Lloyds
05/12/2024	Nat West Business Reserve A/c	AUTO TRANS	550.00			215		550.00	AUTO TRANSFER
11/12/2024	Lloyds Bank Business A/c	009991	50,000.00			210		50,000.00	T/F Nat West to Lloyds
17/12/2024	EDF Energy - A473728D3	D/D 1	148.31	148.31		500			EDF-T.H. - Electricity
17/12/2024	EDF Energy - A-4BC718AD	D/D 2	91.82	91.82		500			EDF-Ass Rms- Electrici
18/12/2024	Castle Water Ltd	D/D 3	9.08	9.08		500			Castle-T.H.- Water
18/12/2024	Castle Water Ltd	D/D 4	26.48	26.48		500			Castle-Ass Rms-Water
18/12/2024	Castle Water Ltd	D/D 5	6.91	6.91		500			Castle-Grns Fountain-Water
23/12/2024	Nat West Business Reserve A/c	AUTO TRANS	16,872.72			215		16,872.72	AUTO TRANSFER
31/12/2024	National Westminster Bank	CHARGES	75.00			4305	275	75.00	Nat West - Bank Charg
Total Payments for Month			117,780.32	282.60	0.00			117,497.72	
Balance Carried Fwd			500.00						
Cashbook Totals			118,280.32	282.60	0.00			117,997.72	

Receipts for Month 9**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 :		112,239.58					112,239.58	
CREDIT	Banked: 11/12/2024	38,988.97						
CREDIT	HMRC	38,988.97			105		38,988.97	HMRC - VAT
CREDIT	Banked: 27/12/2024	73,346.56						
CREDIT	HMRC	73,346.56			105		73,346.56	HMRC - VAT
Total Receipts for Month		112,335.53	0.00	0.00			112,335.53	
Cashbook Totals		224,575.11	0.00	0.00			224,575.11	

Continued on Page 66

Payments for Month 9

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>
09/12/2024	Three	D/D	27.58	27.58		500			Three-Staff Mobiles-PM &CN
16/12/2024	Lloyds Bank Business A/c	300066	100,000.00			210		100,000.00	T/F UTB to Lloyds
16/12/2024	Castle Water Ltd	D/D 1	157.03	157.03		500			Castle-Grms WC-Water
16/12/2024	Corporate Card	D/D	254.78			220		254.78	Corporate Card
27/12/2024	Castle Water Limited	D/D	583.09	583.09		500			Castle-Allots-Water
31/12/2024	UTB	FEE	6.00			4305	275	6.00	UTB - Service Charge
Total Payments for Month			101,028.48	767.70	0.00			100,260.78	
Balance Carried Fwd			123,546.63						
Cashbook Totals			224,575.11	767.70	0.00			223,807.41	

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		416,689.29					416,689.29	
	FPI Banked: 03/12/2024	45.60						
	Sales Recpts Page 350	45.60	45.60		100			Sales Recpts Page 350
	Banked: 04/12/2024	50,000.00						
009989	Nat West Current A/c	50,000.00			200		50,000.00	T/F Nat West to Lloyds
	BGC Banked: 05/12/2024	32.73						
	BGC NSIB	32.73			1080	275	32.73	NSIB - Interest
	Banked: 09/12/2024	100,000.00						
	TFR Lloyds Bank I/A Online Saver	100,000.00			225		100,000.00	T/F Lloyds OL/IA to Lloyds
	Banked: 11/12/2024	50,000.00						
009991	Nat West Current A/c	50,000.00			200		50,000.00	T/F Nat West to Lloyds
	FPI Banked: 11/12/2024	62.40						
	Sales Recpts Page 349	62.40	62.40		100			Sales Recpts Page 349
	Banked: 16/12/2024	100,000.00						
300066	Unity Trust Current A/c	100,000.00			205		100,000.00	T/F UTB to Lloyds
500128	Banked: 16/12/2024	62.98						
500128	UK Power Networks	39.31		6.55	1999	255	0.96	UKPN - Wayleaves
					1999	240	14.23	UKPN - Wayleaves
					1999	220	9.58	UKPN - Wayleaves
					1999	225	1.92	UKPN - Wayleaves
					1999	280	4.79	UKPN - Wayleaves
					1999	240	1.28	UKPN - Wayleaves
500128	UK Power Networks	23.67		3.94	1999	240	19.73	UKPN - Wayleaves
	FPI Banked: 18/12/2024	29.33						
	Sales Recpts Page 348	29.33	29.33		100			Sales Recpts Page 348
	FPI Banked: 31/12/2024	15.00						
	FPI Confederation of Cinque Ports	15.00			4360	275	15.00	C P Conf - LW Inst Meal Refund
Total Receipts for Month		300,248.04	137.33	10.49			300,100.22	
Cashbook Totals		716,937.33	137.33	10.49			716,789.51	

Continued on Page 95

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/12/2024	Trooli Ltd	D/D 1	48.00	48.00		500			Trooli-T.H.-Broadband
03/12/2024	Business Stream	D/D 2	34.12	34.12		500			Purchase Ledger DDR Payment
03/12/2024	M Coleman Arborocultural Servi	FPO 1	476.40	476.40		500			M Coleman-Gms-G.Mai
03/12/2024	Kent County Council	FPO 2	545.00	545.00		500			KCC - L & P - The Gree
03/12/2024	Kent County Council	FPO 3	163.21	163.21		500			KCC-Printers / Copiers
03/12/2024	Invicta Arboriculture	FPO 4	577.50	577.50		500			Inv.Arb-FF Rd Rec-Tree Insp
03/12/2024	Spy Alarms Ltd	FPO 7	141.60	141.60		500			Spy Alarms- TH- CCTV
03/12/2024	Mrs C Newcombe	FPO	54.75			4385	275	54.75	C Newcombe - Xmas Rec Supplies
						323	0	-54.75	C Newcombe - Xmas Rec Supplies
						6000	275	54.75	C Newcombe - Xmas Rec Supplies
09/12/2024	British Gas	D/D 3	125.60	125.60		500			British Gas-As Rms-Ga
09/12/2024	Folkestone & Hythe District Co	D/D 4	175.00	175.00		500			Purchase Ledger DDR Payment
09/12/2024	Folkestone & Hythe District Co	D/D 5	576.00	576.00		500			Purchase Ledger DDR Payment
09/12/2024	Kent Structures Ltd	FPO 8	100,000.00	100,000.00		500			P/Ledger Electronic Payment
09/12/2024	Kent Structures Ltd	FPO 10	100,000.00	100,000.00		500			P/Ledger Electronic Payment
10/12/2024	Ashford Outside Catering	FPO 11	1,239.50	1,239.50		500			AOC-Mayors All- Xmas Rec
10/12/2024	GeoXphere Ltd	FPO 12	180.00	180.00		500			Parish Online-Subscription
10/12/2024	Marshpat	FPO 13	172.00	172.00		500			Marshpat-T.Hall-Pat Te
10/12/2024	BARRET CORP HARRINGTON LTD	FPO 14	118.80	118.80		500			BCH - Land & Propertie - L&P
10/12/2024	Kent Structures Ltd	FPO 15	100,000.00	100,000.00		500			P/Ledger Electronic Payment
10/12/2024	Kent Structures Ltd	FPO 16	97,195.19	97,195.19		500			P/Ledger Electronic Payment
10/12/2024	Kent Pension Fund	FPO	3,970.74			4000	100	2,373.63	Kent Pension Fund - Mf
						4005	100	1,597.11	Kent Pension Fund - Mf
12/12/2024	Jesse Penfold Driveways & Land	FPO 17	23,280.00	23,280.00		500			Jesse Penfold - Car Par AsRms
12/12/2024	Mayland Consult Ltd	FPO 18	1,270.00	1,270.00		500			Mayland-MCC-ProffFees
12/12/2024	Guy Holloway Architects	FPO 19	2,100.00	2,100.00		500			Holloway-MCC-Architec Fees
12/12/2024	Currys PC World Business	FPO 21	571.18	571.18		500			Currys - Laptop - Staff
12/12/2024	SALARIES	FPO	9,239.29			4000	100	5,912.11	SALARIES - M9
						4005	100	3,232.59	SALARIES - M9
						4020	100	63.54	SALARIES - M9
						4364	275	31.05	SALARIES - M9
13/12/2024	British Gas	D/D 6	138.31	138.31		500			British Gas-T.H. Gas
18/12/2024	B E Ames Ltd	FPO 22	1,068.00	1,068.00		500			BE Ames-Com Bench - Wire
18/12/2024	Broxap Limited	FPO 23	2,510.40	2,510.40		500			Broxap-Comm Bench-Wire
18/12/2024	Commercial Services Trading Lt	FPO 24	511.44	511.44		500			Comm Serv- St M. Fld - Tree
18/12/2024	Euroloos Limited	PO 25	164.60	164.60		500			Euroloos-Sports Fld-

Continued on Page 96

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Credit
18/12/2024	MPR IT Solutions Ltd	FPO 27	539.14	539.14		500			MPR- IT Support
18/12/2024	Rolfes DIY LLP	FPO 28	122.10	122.10		500			Rolfes-S.Tools & Cons
18/12/2024	Stationery Express UK Ltd	FPO 29	102.65	102.65		500			Stationery Exp-Mayor-XmasCards
18/12/2024	Synergy CPC LLP	FPO 30	5,754.00	5,754.00		500			Synergy-MCC-PM Fees
18/12/2024	HM Revenue & Customs	FPO	3,214.78			4000	100	1,876.00	HMRC - M8
						4005	100	1,338.78	HMRC - M8
20/12/2024	ICO	DD	35.00			4315	275	35.00	ICO - Subscription
23/12/2024	UKDMO - Public Works Loans	DD	29,947.45			4310	275	3,896.75	PWLB Repayment
						350	0	-3,896.75	PWLB Repayment
						6000	275	3,896.75	PWLB Repayment
						4311	275	26,050.70	PWLB Repayment
30/12/2024	Veolia ES (UK) plc	D/D 7	62.40	62.40		500			Veolia-Waste-T.H.
30/12/2024	Castle Water	D/D	5.00	5.00		500			P/Ledger Electronic Payment
31/12/2024	Trooli Ltd	D/D 8	48.00	48.00		500			Trooli-T.H.-Broadband
Total Payments for Month			486,477.15	440,015.14	0.00			46,462.01	
Balance Carried Fwd			230,460.18						
Cashbook Totals			716,937.33	440,015.14	0.00			276,922.19	

Receipts for Month 9

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 :		146,561.58					146,561.58	
	Banked: 05/12/2024	550.00						
AUTO TRANS	Nat West Current A/c	550.00			200		550.00	AUTO TRANSFER
	Banked: 23/12/2024	16,872.72						
AUTO TRANS	Nat West Current A/c	16,872.72			200		16,872.72	AUTO TRANSFER
	INTEREST Banked: 31/12/2024	99.94						
INTEREST	National Westminster	99.94			1080	275	99.94	Nat West - Interest
Total Receipts for Month		17,522.66	0.00	0.00			17,522.66	
Cashbook Totals		164,084.24	0.00	0.00			164,084.24	

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/12/2024	Nat West Current A/c	AUTO TRANS	49,331.00			200	49,331.00	AUTO TRANSFER
13/12/2024	Nat West Current A/c	AUTO TRANS	50,000.00			200	50,000.00	AUTO TRANSFER
17/12/2024	Nat West Current A/c	AUTO TRANS	240.13			200	240.13	AUTO TRANSFER
18/12/2024	Nat West Current A/c	AUTO TRANS	42.47			200	42.47	AUTO TRANS
31/12/2024	Nat West Current A/c	AUTO TRANS	75.00			200	75.00	AUTO TRANSFER
Total Payments for Month			99,688.60	0.00	0.00		99,688.60	
Balance Carried Fwd			64,395.64					
Cashbook Totals			164,084.24	0.00	0.00		164,084.24	

Receipts for Month 9

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 :		268.61					268.61	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>268.61</u>	<u>0.00</u>	<u>0.00</u>			<u>268.61</u>	

Continued on Page 66

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/12/2024	Spar	P/C 34	10.00			4320	275	10.00	Spar - Mobile Top up - £
04/12/2024	Post Office	P/C 35	20.10			4370	275	20.10	Post Office - Stamps
04/12/2024	Sainsbury's	P/C 36	6.30			4384	275	6.30	Sainsbury's - Xmas Rec/Concert
						323	0	-6.30	Sainsbury's - Xmas Rec/Concert
						6000	275	6.30	Sainsbury's - Xmas Rec/Concert
05/12/2024	Cheap Jacks	P/C 37	19.90		3.32	4384	275	16.58	Cheap Jacks - Xmas Reception
						323	0	-16.58	Cheap Jacks - Xmas Reception
						6000	275	16.58	Cheap Jacks - Xmas Reception
10/12/2024	Post Office	P/C 38	72.25			4370	275	72.25	Post Office - Stamps
10/12/2024	Allied Pharmacy	P/C 39	3.58			4125	210	3.58	Allied Pharmacy - Cleaning Mat
17/12/2024	Cheap Jacks	P/C 40	2.99		0.50	4380	275	2.49	Cheap Jacks - Diary
Total Payments for Month			135.12	0.00	3.82			131.30	
Balance Carried Fwd			133.49						
Cashbook Totals			268.61	0.00	3.82			264.79	

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 16/12/2024	254.78						
D/D	Unity Trust Current A/c	254.78			205		254.78	Corporate Card
Total Receipts for Month		254.78	0.00	0.00			254.78	
Balance Carried Fwd		123.10						
Cashbook Totals		<u>377.88</u>	<u>0.00</u>	<u>0.00</u>			<u>377.88</u>	

Continued on Page 68

Payments for Month 9

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>
Balance Brought Fwd :			251.78					251.78	
02/12/2024	Lloyds Bank	FEE	3.00			4305	275	3.00	Lloyds - Fee - TM
04/12/2024	Sainsbury's	CORP CARD	123.10			4384	275	123.10	Sainsbury's - Xmas Concert
						323	0	-123.10	Sainsbury's - Xmas Concert
						6000	275	123.10	Sainsbury's - Xmas Concert
Total Payments for Month			126.10	0.00	0.00			126.10	
Cashbook Totals			377.88	0.00	0.00			377.88	

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		2,281,608.38					2,281,608.38	
INTEREST	Banked: 09/12/2024	2,979.75						
INTEREST	Lloyds Bank	2,979.75			1080	275	2,979.75	Lloyds Bank - Interest
					337		2,979.75	Lloyds Bank - Interest
					6001	275	-2,979.75	Lloyds Bank - Interest
Total Receipts for Month		2,979.75	0.00	0.00			2,979.75	
Cashbook Totals		2,284,588.13	0.00	0.00			2,284,588.13	

Continued on Page 34

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/12/2024	Lloyds Bank Business A/c	TFR	100,000.00			210	100,000.00	T/F Lloyds OL/IA to Lloyds
Total Payments for Month			100,000.00	0.00	0.00		100,000.00	
Balance Carried Fwd			2,184,588.13					
Cashbook Totals			<u>2,284,588.13</u>	0.00	0.00		<u>2,284,588.13</u>	

CAPITAL PROJECTS REPORT

(i) Maude Community Centre Project Update Report

The Maude Community Centre Project is still running broadly to schedule; however, there have been some issues establishing the required 3 phase electricity connection and, more recently, an issue regarding required section 278 works to highway which appeared to be in excess of that which was actually required and which would have incurred excessive costs. It has been necessary for the Project Management Team to investigate those works and this matter has now been resolved. However, the two afore-mentioned issues have resulted in some adjustment to the programme of works. It may be that the end date will move into the end of May 2025 as a result, however, an updated Works Programme is currently awaited.

Some minor changes to the officials' changing rooms were agreed at a recent Design Meeting which would maximise useable space in those areas. Parking spaces were also reviewed and the location of the two EV charging point spaces were agreed, close to the car park entrance adjacent Station Road, having taken into consideration ease of connection to the main electricity supply and ease of use for vehicle charging.

The internal final fix of the annex building is now underway and first fix of the main building nearing completion. Final kitchen layout drawings have now been completed and work on kitchen installations will commence within the coming few weeks.

Town Clerk

3rd February 2025

(ii) Maude Community Centre Project Financial Update Report



FINANCIAL REPORT NR 9

THE MAUDE COMMUNITY CENTRE

at

NEW ROMNEY TOWN COUNCIL

for

New Romney Town Council

10 January 2025

Project Ref: 14032

THE MAUDE COMMUNITY CENTRE

FINANCIAL REPORT

Report Nr.9

NOTES/ COMMENTS


Date: 10 Jan 2025

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 Key changes in the since the last report include:
 - Patressing fur future window blinds
 - Sub-metering for water consumption
 - Infilling existing site entrance (S278 requirement)
 - Providing foul drainage connection to the new bin store

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
- 8 The combined further effect of variations, anticipated variations and provisional sum expenditure in the intervening period is shows an increase of circa £19,000, however the project remains within budget and with a remaining Employer Contingency allowance of around £109,000, as noted on the main summary.
- 9 The tenth 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: 9
Employers Agent Synergy Construction & Property Consultants LLP 8 / 9 Faraday Road Guildford GU1 1EA				Date of Issue: 10-Jan-25
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 37	Weeks Remaining 18	
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				
CLAIMS				
15 working days claimed in total - to be reviewed. Allowance on account				£8,000
Sub-total				£3,339,072
Employer contingency remaining				£108,639
ANTICIPATED FINAL COST OF MAIN CONTRACT WORKS				£3,447,711
ADDITIONAL CLIENT ITEMS:				
See Appendix D				
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: Signed: [REDACTED] Date: 10/01/2025

APPENDIX A - EMPLOYER'S AGENT INSTRUCTIONS

Instruction/ Variation	Brief Description		
		Omit	Add
	<u>EMPLOYER'S AGENT INSTRUCTIONS</u>		
CI Nr. 1	Kent Structures to provide groundhog cabin and subsequent temporary generator for site power until installation of meter	Offset from Prov Sums	
CI Nr. 2	Kent Structures to undertake intrusive UXO survey prior to piling works		£13,310
CI Nr. 3	1a. Provision of 2hr commando sockets		£992
	1b. Additional cost for chrome socket faceplates etc		£354
	2. Fire and intruder alarm monitoring system		£2,515
	3. Additional containment for future access control / intercom		£415
CI Nr. 4	Repair damaged culvert / pipe for foul sewer	Separate budget	
	Carried forward	£0	£17,585

APPENDIX B - POTENTIAL VARIATIONS AWAITING INSTRUCTION

Instruction/ Variation	Brief Description		
		Omit	Add
<u>VARIATIONS AWAITING INSTRUCTION</u>			
1	Ecology watching brief (excluding EOT claim)		£2,000
2	Provision of a GSM autodialer for the lift		£975
3	Patressing for window blinds		£805
4	Water sub-metering		£700
5	Infill existing redundant crossover to highway (S278 Works)		£12,500
6	Provide foul drain connection to the bin store area		£5,000
Carried to Summary		£0	£21,980

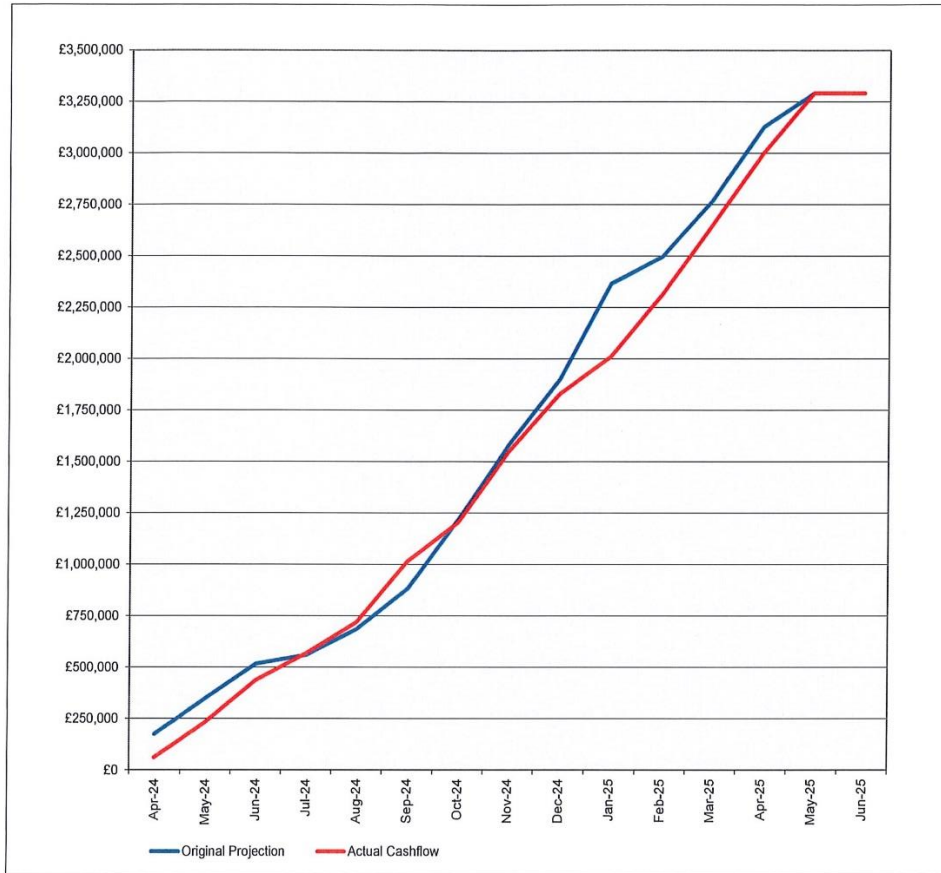
APPENDIX C - PROVISIONAL SUMS

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

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	£2,010,738	-£60,322	£1,950,416	£1,775,542	£174,874
11	13-Feb-25	£2,496,773	-£74,903	£2,421,870	£2,296,408	£125,462	£2,310,000	-£69,300	£2,240,700	£1,950,416	£290,284
12	13-Mar-25	£2,770,305	-£83,109	£2,687,196	£2,421,870	£265,326	£2,650,000	-£79,500	£2,570,500	£2,240,700	£329,800
13	14-Apr-25	£3,129,024	-£93,871	£3,035,153	£2,687,196	£347,957	£3,000,000	-£90,000	£2,910,000	£2,570,500	£339,500
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	£2,910,000	£332,133
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	£3,339,072	£0	£3,339,072	£3,242,133	£96,939
TOTAL					£3,291,506					£3,339,072	

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

(iii) Maude Community Centre Charges

At a recent meeting of the Maude Community Centre Steering Group the matter of hire fees relating to the first floor Community Hall in the main building and the Imbert Room in the annex building were 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 and proposed rates were presented to Council for consideration at the Full Council meeting held on 13th January 2025.

Having given this matter due consideration, it was agreed that the Clerk and Project Steering Group carry out further comparisons in respect of potential hire charges, in particular, to compare proposed charges with the charges applied to other Romney Marsh halls that are available for hire and to ascertain the various combinations of hire charges available in respect of various Romney Marsh halls for hire.

The Project Steering Group has subsequently reviewed hire charges for a wide range of premises available for hire across Romney Marsh. It was evident that there is a vast range of hire charges available and that there is also a vast range of differing facilities, from very small, very dilapidated premises such as the Hardy Hall in Lydd to larger, much more modern facilities like the Newchurch Village Hall. None of the available premises can be compared to the large, brand new facilities that the Maude Community Centre will be offering. Only the Dymchurch Village Hall (capacity 120), Newchurch Village Hall and the Appledore Village Hall (capacity 100) are actually reasonably comparable in size to the 150 seat Maude Community Centre Hall that New Romney will be able to offer, with hire charges ranging from £11.00 per hour to £20.00 per hour and All day rates for Newchurch Village Hall are set at £150.00 and a weekend evening rate (5hrs) of £80.00 for Dymchurch Village Hall.

Many of the smaller rooms available to hire at prices ranging between £6.00 and £10.00 per hour are small meeting rooms that are significantly smaller than the Imbert Room with which they are to be compared. The small hall at Appledore Village Hall, which is more comparable to the Imbert Room that will be on offer is priced at £15.00 per hour (the same as the proposed full-price hire charge for the Imbert Room)

It was noted that the additional charge for use of the kitchen facilities at Ivychurch Village Hall is £4.00 per hour in comparison to the additional £10.00 per hour at the Hythe Pavilion.

None of the halls for hire that were reviewed offered reduced charges for local residents – only for local / not for profit organisations or regular hirers.

Halls used for comparison:

Hythe Pavilion

New Romney Assembly Rooms

New Romney Scout Hut

Hardy Hall, Lydd (very small, old and poor condition)

Appledore Village Hall

Ivychurch Village Hall

Newchurch Village Hall

Dymchurch Village Hall

Masonic Hall, Dymchurch

St. Mary's Bay Village Hall (published charges very out of date and about to be increased and re-published)

As a result of further review, it was the view of the Project Steering Group that previously proposed hire charges for the Maude Community Centre Hall and the Imbert Room in the Annex building represent good value for the size and quality of facilities. However, the previously proposed additional charge for use of kitchen/bar facilities should be reduced from an extra £10.00 per hour to an extra £4.00 per hour.

Proposed 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 £22.50 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	£17.50 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	£24.00 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	£19.00 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	£9.50 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

Recommended Action:

- To approve all initial (2025-26) charges, pertaining to hire of the Maude Community Hall and Imbert Room, as detailed above - to be reviewed annually thereafter.
- To confirm a refundable excess cleaning / damage deposit in the amount of £100 to be applied to all hire relating to parties, wedding receptions, wakes, table and craft sales and similar



Appendix



NEW ROMNEY TOWN COUNCIL

Policy on the Live-Streaming and Recording of Council and Committee Meetings

INTRODUCTION

New Romney Town Council is committed to the Community's interest and engagement, to being open, transparent, and accountable for meetings and decisions of the Council to residents and the public by providing access to Town Council Meetings. All residents and the general public are invited and entitled to attend Meetings of the Town Council and its Committees. Live streaming provides access to Council Meetings for residents who are unable to attend and/or the timing or location of a meeting may be problematic.

PURPOSE

This policy provides details of the Town Council's procedures for the live streaming and transparent management of recordings of Town Council Meetings.

SCOPE

1. This policy applies to the live streaming, recording, storage and distribution of recorded Town Council meetings.
2. This policy applies to all persons attending Town Council Meetings including Councillors, Officers, invited speakers, observers, presenters and members of the public and press, both as visitors in the public gallery and as contributors to the meeting.
3. All persons attending meetings are required to act in a polite, professional and ethical manner.

PROCEDURE

1. Meetings of New Romney Town Council and its Committees will be live streamed/recorded via Zoom. Any meetings or portions of meetings that are closed to the public shall not be broadcast or recorded.
2. Council Members must be present physically at meetings to be considered in attendance. Should they wish to join a meeting through live streaming they will have the same rights as a member of the public.
3. It is the intent that the camera position will only provide vision of the Chairman, Deputy Chairman, Councillors, designated Officer(s) and presenters/speakers who are present at the meeting. It is not intended that there be either live or recorded footage of the public, however, there may be incidental capture. Members of the public should inform the Clerk if they do not wish to be filmed so they can be directed where to sit

out of the camera view, provided that this is possible.

4. Presenters and Members of the Public who address Council shall be live streamed and recorded.

5. To ensure those present at Town Council Meetings are aware that Council Meetings will be live streamed and recorded, an appropriate notice will be included on every meeting summons/agenda. At the commencement of each meeting the Chairperson shall notify those present, including members of the public, that the meeting is being live streamed and recorded in accordance with this policy. Signage is to be posted and clearly displayed in the Council Chamber / Meeting Room to ensure presenters and members of the public are aware that Council Meetings will be live streamed and recorded.

6. The announcement and signage will remind people of the recording and the expectation that they shall refrain from making potentially defamatory statements or inappropriate comments or from behaving in an aggressive, anti-social or otherwise unacceptable manner.

7. For those watching the live stream, comments will not be monitored and Members will not be able to directly engage with the meeting in that way. Should any person wish to contact the council outside of meetings this can be done via email at town.clerk@newromney-tc.gov.uk or via the contact form on the Town Council website.

8. A designated staff member shall be responsible for the operation of the live streaming and recording equipment.

9. The Meeting Clerk, in discussion with the meeting Chairman, has the discretion and authority at any time to direct the termination or interruption of the live streaming and recording of the meeting if he or she considers it prudent or advisable to do so.

10. To resume live streaming, direction shall be provided by the Meeting Clerk.

11. Opinions and statements expressed and made during a Town Council Meeting are those of the individuals making them.

12. New Romney Town Council does not accept any responsibility for any verbal statements made by the public during meetings which may be inaccurate, incorrect, or defamatory.

13. No protection will be afforded to individual Council Members or the public for comments and statements made during the live streaming of Council Meetings which may be or are subsequently challenged in a Court of Law and determined to be potentially defamatory or inappropriate.

14. This policy does not extend to confidential meetings closed to the public. Privileged or Private Session shall not be live streamed or recorded. Should a meeting be adjourned for a Private and Confidential Session, a motion of the Council is required, and this Private and Confidential Session shall not be live streamed or recorded. The live stream/ recording shall be halted following a resolution to enter Private & Confidential Session and the IT operator shall then leave the meeting room. The Meeting Clerk shall provide direction for the IT operator to return to the meeting room and to resume live streaming / recording on conclusion of any Private and Confidential Session.

15. The Town Council will make every reasonable effort to ensure that a live stream is available in respect of each and every one of its Full Council meetings and meetings of any of its Standing Committees. There may be situations where due to technical difficulties the live streaming / recording facility will not be available. If such circumstances occur, the Chairperson shall advise those present that live streaming is not available. A notice will be published on the Town Council's social media page as soon as practicable following the meeting to advise that live streaming was not available due to technical issues.

16. Viewing live streaming of Council Meetings over the internet consumes data. The user is responsible for any charges that a service provider may impose for data usage, particularly over a mobile internet connection. New Romney Town Council does not accept any responsibility or liability for any loss, damage, cost or expense that may be incurred as a result of viewing live streaming of Council Meetings.

17. Live streams and recordings of Council Meetings are the property of New Romney Town Council. Recordings of the meetings will be retained by the Council until the minutes of the relevant meeting are officially approved as an accurate record. Once the minutes of a meeting are adopted, the recording will be destroyed and no longer available, except in such case as the content of any recording may include potential evidence to support a formal Town Council, Code of Conduct or Police investigation. In such case, the relevant recording will be retained until such time as a formal investigation has been concluded and any evidence contained therein is no longer required.

19. Meeting recordings are for accessibility and information purposes. The adopted Minutes of Council Meetings remain the only official legal records. The Town Council's live streaming and recording of meetings is primarily to promote broader public access to meetings. However, they will serve the additional purpose of assisting to mitigate any risk of aggressive, anti-social or otherwise unacceptable behaviour at Town Council meetings.

Adopted:

Last Reviewed:

AGENDA ITEM 18

The following email communication was received regarding funding from the Parish Support Scheme, which requires a Town or Parish Council to apply for the funding support even if it is a community organisation that will be delivering a relevant project. However, the deadline was too tight to bring the matter to the Council and the scheme does require that the Council accepts the burden of monitoring use of the funds and then providing the required feedback, so this was not a matter that Officers were prepared to deal with without Council authority:

'Good Afternoon,

We have received the above from [REDACTED] this week.

We would like to apply for the £1000 for our ex-armed Forces Drop in Session that we run once a month, can you help us? But the application has to be in by 31st January.

Is this a possibility?

Many Thanks'

Local Fundraising Organiser

Core hours Tuesday, Wednesday and Thursday 9am-2pm.

Romney Marsh Community Hub

Sunflower House

Rolfe Lane

New Romney

Kent

TN28 8JR

Subsequently, the scheme has been extended so the deadline for applications now falls after the meeting of Full Council in February 2025, therefore, the matter has now been brought to the attention of the Council for consideration:

Dear Clerk,

Kent County Council (KCC) Financial Hardship team have secured funds from Kent and Medway Public Health through Kent and Medway Suicide Prevention team for a third round of the Parish Council Support Scheme.

Following a soft launch in East Kent responding to specific need, the scheme has now been expanded to all Parish and Town Councils in Kent including Medway.

Please get your application in to apply for a grant of up to £1000.00 to deliver local initiatives supporting people in financial hardship specifically linked to isolation and loneliness as a result of the cost-of-living crises. Please refer to the case studies in the criteria which outline how funding can be applied for current initiatives or passed onto a second party.

The bid must be an existing or new project to residents in the Parish that are experiencing isolation or loneliness. Incorporate workshops focused on mental health awareness, coping strategies and mindfulness practices to support emotional

well-being and resilience. These will be made available through Mind and/or Kent and Medway Mental Health and Suicide Prevention Team at **no cost**.

Some activities that the scheme funds:

Warm meal clubs

Warm safe spaces

Workshops that focus on skill development

Creating opportunities for participants to engage in volunteer work

Initiatives that bring together different age groups

Programmes that teach digital skills

Establishing services that connect individuals with local resources such as counselling, health services, social activities.

- ***The application submission date is 21st February 2025.***
- ***The schemes close date is 14th April 2025.***



Parish Council Support Scheme – Round 3 Briefing

The Parish Council Support Scheme – round 3 is now open to receive applications from Kent and Medway Parish Councils.

Introduction

Kent County Council (KCC) Financial Hardship team are pleased to announce the launch of the third round of the Parish Council Support Scheme, following securing funds from Kent and Medway Public Health through Kent and Medway Suicide Prevention team. The scheme is designed to assist Kent residents facing financial hardship, particularly in light of the ongoing cost-of-living crisis. There is a focus on isolation and loneliness and leaving a legacy of awareness and support within Kent's communities. This is a collaborative effort between KCC and Kent Association of Local Councils (KALC), aimed at empowering Parish Councils (PCs) to implement local initiatives that directly support their communities.

Background and Purpose The Parish Council Support Scheme was established in response to the diverse financial challenges reported by residents across Kent. Many individuals have struggled to access support due to barriers, including qualifying criteria, lack of awareness, and digital challenges. Recognising these issues, KCC and KALC successfully delivered two rounds of funding in 2023 and 2024, which highlighted the pressing need to address isolation and loneliness within our communities.

What's New in Round 3 Building on the insights gained from the previous rounds, the third round of the scheme will focus on targeted interventions that specifically address the issues of isolation and loneliness. Due to the remit of funds awarded to deliver this third round, the scheme will provide support to **Kent** residents and **Medway** residents. Parish Councils will be invited to apply for grants of up to **£1,000** to support either new or existing projects tailored to the unique needs of their residents. These initiatives may include social activities, meal clubs, warm safe spaces, and cookery courses.

Supporting Mental Health and Wellbeing In addition to financial support, this round will emphasise mental health training and resources. In collaboration with the Kent and Medway Suicide Prevention team, training will be available to Parishes, to enhance the understanding of mental health and wellbeing, ensuring that our communities are equipped with the knowledge and tools to support one another. Free access to suicide prevention training and everyday mental health training will be available, with opportunities for Parish Council representatives and others identified in the community to become champions of mental health support.

Engagement and Resources To further enrich the initiatives, we have explored partnerships with organisations who can provide valuable insights on mental health and financial wellbeing. The Kent and Medway Suicide Prevention Programme is responsible for delivering on the strategy for the programme and works with a multi-agency set of partners to reduce and prevent local suicides. This collaborative approach embedded into the Parish Council Support Scheme will ensure that residents not only receive immediate support but also gain access to long-term resources and free training. The organisations are Mid Kent Mind, Citizens Advice and KCC Suicide Prevention team. Successful applicants will be introduced to this enrichment programme for inclusion in their funded initiative.

Application Process and Evaluation An application criteria and guidance documentation has been developed to ensure that all projects align with the scheme's objectives. The application review panel will ensure a fair and transparent process for grant approval. The project team will also gather feedback from Parish Councils and conduct visits to initiatives to evaluate their impact and effectiveness.

Conclusion The Parish Council Support Scheme represents a significant step towards fostering resilient communities in Kent. By addressing financial hardship and promoting mental health awareness, we aim to create a supportive environment where all residents can thrive. We encourage Parish Councils to participate in this initiative and look forward to seeing the positive impact of your projects. For more information on the application process please review the criteria document which includes FAQ and case studies from the previous rounds. If you would like further support with your application, please email helping.hands@kent.gov.uk quoting **Parish Council Support Grant R3**. Applications close on **21/02/2025** and the scheme closes on **14/04/2025**.

Supporting documents:

- The Parish Council Support Scheme Criteria
- KCC Privacy Notice [Privacy statement - Kent County Council](#)
- Free resources fact sheet

Thank you for your continued commitment in supporting local communities.



Parish Council Support Scheme Grant - Round 3 Scheme Criteria

Project Manager: Simon Sim
Project Officer: Abigail Levitt
Portfolio: Financial Hardship

Version No: 1.7 Updates to version 1.6 of this document

- Application submission date: 21/02/2025
- Grant to be fully utilised date: 14/04/2025
- Area

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1. Introduction

The purpose is to deliver a grant scheme for parish councils in Kent and Medway, that allows them to access funding to deliver local initiatives supporting people in financial hardship specifically linked to isolation and loneliness.

Kent County Council (KCC) has received Kent and Medway Public Health funds. This has been ringfenced for parish councils to use for a project that provides support to Kent and Medway residents in the parish that are experiencing financial hardship **specifically linked to isolation and loneliness** as a result of the cost-of-living crises. Parish councils are well positioned to respond quickly and most appropriately to engage with and support their community's needs, that have arisen or have been deepened because of the continued cost of living crises. KCC wishes to support parish councils targeted and tailored initiatives addressing the effects of **isolation and loneliness** through the grant.

2. Grants available

Grants of £1000.00 will be available through this scheme.

The grant funds are to be fully utilised by 14th April 2025. Any remaining funds not spent by that date will need to be returned to KALC/KCC.

3. Eligibility Criteria

3.1 Criteria

The bid **must** -

- Be an existing or new project / scheme to provide support to Kent and Medway residents in the parish that are experiencing isolation or loneliness because of the continued cost of living crises.
- Identify local residents to become mental health champions from the local community to establish a lasting legacy. This could be members of the Parish Council, residents, or representatives from the voluntary sector actively engaged in the community.
- Incorporate workshops focused on mental health awareness, coping strategies, and mindfulness practices to support emotional well-being and resilience among participants. These will be made available through Mind and/or Kent and Medway Mental Health and Suicide Prevention Team at **no cost**. Please see Appendix 1 for more information. They are intended to leave a long-term support by upskilling communities.
- Prioritise health and wellbeing by tackling the issue of loneliness and isolation in Kent and Medway communities, through the delivery of targeted initiatives.
- Leave a legacy by taking action to address isolation and its impacts, paving the way for a reduction in the need for health and care services in the future, through determining responses, and co-producing solutions. This can be achieved through collaborative approaches, introducing partners from the voluntary and community sector for targeted support to be available and embedded into initiatives, increasing the benefits for those who are hard to reach or isolated.
- Ensure the person(s) making the application should act solely in terms of the public interest as stated in The Seven Principles of Public Life [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-seven-principles-of-public-life).

The bid **must not be** –

- Designed around the applicant(s) own interest for a club/organisation/initiative they are affiliated with or a member of.

- Used outside of the remit of the scheme criteria which is underpinned by Kent Public Health's funding awarded to this project.
- Made to obtain funds for future use beyond the schemes end date.

3.2 Activities the scheme funds

We are especially interested in proposals that aim to support individuals, including children and young people, who may be facing various challenges. This includes those who have experienced self-harm or previous suicide attempts, individuals from seldom heard communities, and those navigating the difficulties of rising living costs. We also welcome initiatives that assist people affected by domestic abuse, those dealing with substance misuse alongside mental health concerns, autistic individuals, and expectant or new parents. Your efforts to address these important issues are greatly valued. Warm meal club that offers a warm safe space and a place to meet others and access advice.

Warm space to encourage interaction and friendship-building among Parishioners.

Support groups for specific demographics (e.g., seniors, single parents, individuals with disabilities) to provide a safe space for sharing experiences and fostering connections.

Workshops that focus on skill development (e.g., arts and crafts, cooking, fitness, technology training) to promote engagement and provide opportunities for participants to learn together.

Creating opportunities for participants to engage in volunteer work, which can help build a sense of purpose and community while connecting individuals with others.

Initiatives that bring together different age groups (e.g., youth mentoring seniors or seniors sharing skills with younger generations) to foster understanding and reduce isolation across age demographics.

Implementing programs that teach digital skills, enabling participants to connect with family and friends online, access virtual events, and engage with social media.

Establishing services that connect individuals with local resources, such as counselling, health services, and social activities, to help them build a support network.

Other Projects – There may be projects that do not fall into one of these categories. These projects will be considered if they meet the ethos of the grant, however their approval will take longer.

3.3 Awarding grants to second party

For Parish Councils applying for this grant to distribute grants or donations.

- Greater flexibility may be applied where the Parish Council holds the General Power of Competence (GPC) as set out in the Localism Act 2011. The eligibility criteria are:
- The number of Councillors elected at the last ordinary election, or at a subsequent by-election, equals or exceeds two thirds of the total number of Councillors.

and

- The Parish Clerk/Proper Officer has completed and holds the Certificate in Local Council Administration (CiCLA) (a sector specific qualification) and submitted portfolio has passed examination.
- Parish Councils contemplating applying for funds and intending to distribute them in grants or donations should ensure that they have the power to do so and comply with all the required due diligence.
- If the applicant for this scheme has any concerns, they should contact a member of the Financial Hardship project team for an initial discussion to clarify the position and options before proceeding.
- The Parish Council is expected to monitor and report on the spend of the grants/donations.
- The Parish Council is expected to record and report the number of people the grant has supported ready for reporting at the end of the scheme.
- Case studies and quotes will be collected at the end of the scheme. It is important that Parish Councils prepare the recipient of the grant/donation to enable this information to be collected and added to the end of scheme.

4. Terms of Funding

As part of the due diligence process, **all successful applicants will be required to engage with monitoring and evaluation of spent funds.** If your application is successful, we will send you an online feedback form at the end of the scheme for you to complete. To ensure you have the required information we advise that you:

- Retain receipts.
- Record the number of people supported, specifically people supported that are: pensioners, children, care leavers or disabled.
- Record feedback on the benefits felt by parishioners to support the submission of quotes or a case study.
- Where grants have been passed onto a second party, the Parish Council will be required to obtain the information to support them in the completion of the feedback form.

5. Payment schedule

- Applicants can expect to hear back on the outcome of their application within 10 working days. If you have not heard within this timeframe, please email helping.hands@kent.gov.uk quoting **Parish Council Support Grant R3**.
- Kent Association for Local Councils (KALC) will distribute approved funds to Parish Councils upon notification from KCC to make payment. • **Once the projects finite funds have been exhausted no additional funding will be available.** Funding will be awarded on a first come first serve basis.

6. How to apply

6.1 Making the application.

Parishes will be invited to apply for grants to support an existing or new project for the residents of that Parish. KALC will administer the allocation of funding. For Parish Councils to receive funding they must:

- Apply for the funding using the <https://forms.office.com/e/nmZJAfH4ZF>
- See section 6.4 for information that will be requested.

6.2 Application timeline

Applications will be open until **21/02/2025**, however, please submit your applications as soon as you can. **Once the projects finite funds have been exhausted no additional funding will be available.** Funding will be awarded on a first come first serve basis.

6.3 Application assessment

On receipt of the request for funding, bids will be assessed against the criteria set out in section 3 of this document to decide whether funding should be provided in full or part. KCC / KALC will inform bidders of the outcome of their application for funding.

6.4 Information required for online application.

The online application form <https://forms.office.com/e/nmZJAfH4ZF> will ask you to provide the following information.

Contact and personal details

- Your name
- Your position or job title
- Your contact telephone number
- Your email address
- Your council

Delivery of the project

- What the issue is people in the Parish are experiencing.
- Description of the project/scheme and how it will support the issue.
- Funding breakdown what is being applied to fund and the individual amounts.

6.5 Other requirements of application

You will also be asked to:

- read our privacy notice.
- read and agree to our eligibility criteria.
- digitally sign the application and agree to our terms.

7. Feedback and evaluation

At the end of the scheme an online feedback form will be distributed to parish councils to complete. This provides an opportunity to showcase the impact of the initiative and inform future initiatives. It also serves as part of our finance monitoring and reporting requirements on how the grants have been spent.

- Parish Councils **MUST** record the number of people supported through the scheme.
- We will ask you to write a few short words on how your initiative has benefitted Parishioners.
- We will ask you to provide quotes or case studies that can be shared for evaluation purpose. This helps us to understand how the grant has supported and benefit communities.

If you have awarded the grant to a second party in line with the criteria, you will need to obtain the information stated in section 6 of this document from the recipient of the grant.

8 Facts & Questions

If I have a question, who can I ask?

Please contact the Financial Hardship team at Kent County Council, by emailing: helping.hands@kent.gov.uk quoting **Parish Council Support Grant R3**.

How quickly will a parish council approved initiative receive funding?

We will aim to process applications within 10 working days, we hope to do this quicker, subject to demand. Once an application is approved, we will notify KALC who will then transfer the funds to the parish within 5 working days of the applications approval.

If we are unsuccessful in our application, will we be informed?

All unsuccessful applications will be informed and given a brief reason behind the decision. Similarly, if the funds are exhausted before all applications are seen, the remaining applications that were not reviewed will be informed that they have been unsuccessful.

If we are unsuccessful, can we appeal the decision?

All decisions will be made following the criteria above. Parishes can contact the Financial Hardship team for further information on the reason they were unsuccessful. They will then be invited to reapply, following the guidance given by the panel member, ensuring they strictly following the funding criteria.

If we are unsuccessful with our application, can we submit another application?

Parishes can only receive one award but if your application is unsuccessful then you are able to amend or submit a different project for funding. If the available funds are exhausted, then there will be no further funds awarded for applications that have not been reviewed.

Can parish initiative be retrospectively funded?

Parishes can choose to apply for a grant to fund a project they have already started, which meets the criteria above.

Can the parish donate the funds to another local organisation that meets the schemes criteria? E.g., a support group or charity providing support to isolated residents.

Parishes can apply for funds to be given to an organisation already supporting the parish's residents. Please be explicit in the application about the intended use and ensure it meets the scheme criteria i.e., solely in the interest of supporting residents that live in the parish.

The project we wish to apply for funding for does not meet all the scheme criteria, can we still apply?

If you feel the only project you wish to fund, meets the ethos behind the scheme, then you can submit a detailed application, and we will consider the project for funding.

Why has the scheme focussed on supporting isolation and loneliness?

This was an area of high need identified in the evaluation of round 1 and round 2 of the scheme. Subsequent conversations with Kent and Medway Suicide Prevention team brought further understanding of need and services that support the increase of knowledge and understanding of mental health/wellbeing and suicide prevention activity.

9 Case Studies from PCSS round 1 and 2

In rounds 1 and 2 of the Parish Council Support Scheme, various initiatives displayed diverse community strategies for addressing isolation and loneliness, while also integrating collaborative efforts focused on health and well-being. These initiatives have laid the groundwork for creating a legacy. The following case studies may provide valuable insights for applicants as they develop their own initiatives or seek to understand existing projects related to this scheme.

Case Study – Barham Parish Council

Barham Parish Council collaborated with Greenbanks House to deliver a community energy saving and healthy eating initiative for their community experiencing challenges. Greenbanks chefs along with their residents who had recently qualified in catering, delivered a session on making healthy meals using an air fryer. Attendees received an air fryer and cookbook to support them beyond the session.

Case Study – Lympne Parish Council

Lympne Parish Council working with Age UK in Hythe, deliver a meal club to vulnerable Parishioners who are rurally isolated due to a reduction in transport services and experiencing need due to the continued cost of living crises. The initiative delivered a safe space where elderly and some disabled residents could access a warm substantial meal while enjoying suitable health and wellbeing activities. Social Prescribers, Parish Cllr and District Cllr visit to provide support to vulnerable residents.

Case Study – Eynsford Parish Council

The Space is a community project set up to provide free breakfast and lunch in a warm space together with opportunities to socialise, play games, get advice and more. It runs once a week throughout the year and is run by volunteers. This has become a lifeline for many of our residents who have become very isolated, some because of the covid pandemic. Every week 60-90 people attend The Space. In a recent survey 34% had a disability, 24% were carers and 39% lived alone.

Case Study – Faversham Parish Council

The Faversham Community Network is a group of charities and community groups tackling social isolation and financial hardship within the town. They have come together to deliver a package of support that meant the priorities at the time were delivered, which included access to hot meals and socialising in a warm, secure venue. From Food Friends - The Cost-Of-Living Grant helped support our home cooked meal sharing initiative bringing 23 people together to regularly share food and friendship across Faversham. All these food friendships are still going strong, as friendship and connection blossoms beyond the food. Many had not been out, except to attend medical appointments, since before the pandemic.

Points to note:

- 1) It is likely that completion and submission of the application will take up a significant amount of NRTC Officer time which will, necessarily, require working together with the RMCH Fundraising Organiser, particularly since it will be necessary to evaluate the planned project spending and to check all of the supporting information that is required for the application. This also places a significant burden of responsibility on a NRTC Officer in respect of assessing the validity and financial diligence of a third-party project.
- 2) It will take up on-going NRTC Officer time to monitor spending and acquire required evidence, spending receipts etc from RMCH, for the post-project evaluation
- 3) All of the received grant funding must have been spent (in full) by mid-April 2025. If the application is submitted by the February deadline, it will presumably be at least 7 days and, potentially longer, to receive awarded funds. It is likely, therefore, that RMCH will only have about 6 weeks to spend £1,000 on hosting a monthly ex-armed forces drop-in session (ie. It will only be possible to host one drop-in session - potentially two maximum - within the timeframe for using up all of the funding); it is, therefore, questionable as to whether it would even be possible to use the grant once received and any unspent funds must then be returned, which will incur further NRTC Officer time.

The project for which funding is required is clearly a very worthwhile project but it is necessary to weigh up the difficulties arising as a result of the extremely tight deadlines for submission of funding applications and for use of any received funds, as well as the burden on the council to ensure that the third-party recipient of funds carries out all due diligence required in respect of post-project evidence required for evaluation, against the amount of work required to support the application.

Review of Future Use of The Assembly Rooms

As a result of preliminary discussion about the future use of the Assembly Rooms, New Romney, in light of the forthcoming completion of the Maude Community Centre project, email enquiries were sent out to two local organisations that might be interested in a potential lease arrangement in respect of the Assembly Rooms.

One organisation is yet to discuss the matter and will revert back to the Town Council in due course.

The second organisation has shown clear interest in such an opportunity, however, a number of questions have been raised. It has been explained that some of the points raised would be matters for discussion and/or negotiation further down the line – but the relevant organisation would appreciate any additional information that could be provided at this early stage.

Points raised following an initial internal viewing of the Assembly Rooms were as below:

1. *Would the Council consider selling the Assembly Rooms, or is leasing the only option?*
2. *If leasing, what would the monthly rent be?*
3. *You mentioned a figure of approximately £600 for monthly running costs (e.g., water, power). Could you provide a breakdown of this figure?*
4. *What would the lease terms be (length, renewal, included/excluded costs such as maintenance and repairs)?*
5. *When would the Assembly Rooms be available, either for leasing or purchase?*
6. *If ██████████ finances the internal changes (e.g., dividing large spaces into smaller rooms), would the Council require these to be reversed at the end of the lease? Who would bear this cost?*
7. *What arrangements would be made for access to the cellar, particularly for Council staff retrieving historical records? If purchased, would the records be relocated offsite to free up the space?*
8. *If leased, would the car park be exclusively available for ██████████?*
9. *Are any upgrades needed to make the building more accessible (e.g., ramps, lifts, disabled toilets)? If so, who would cover these costs?*
10. *Is there any existing security, such as cameras or alarms, in the building? If not, would we be permitted to install them?*
11. *Can the Council share any recent reports on the building's condition? Are there any known issues, such as damp or necessary repairs?*
12. *Besides the Grade 2 listing, are there any restrictions on how the building can be used?*
13. *Are utilities (e.g., water, electricity, gas) on separate meters, or are they shared with other Council buildings? If shared, how would the costs be divided?*

14. *Who would be responsible for insuring the building? If it's us, are there specific requirements for a Grade 2 listed building?*
15. *Are there any energy efficiency rules or obligations that we would need to meet?*

Most of the responses to the afore-mentioned questions can be provided from the Town Hall. However, at a forthcoming meeting of the Town Council, it will be necessary to consider the Council's position in respect of leasing versus purchasing and, in respect of any lease arrangement, with the advice of the Council's solicitor, how the various responsibilities would be divided (eg responsibility for external / internal maintenance, responsibility for any further adaptations pertaining to accessibility etc) and what the Council would be seeking to achieve in terms of rent.

Recommended Action:

To defer further consideration of the future use of the Assembly Rooms until [a future meeting of Full Council / such time as a definitive handover date for the completed Maude Community Centre is known], noting that, in the interim, the Clerk shall respond to routine questions about the current status and approximate running costs of the Assembly Rooms.

END

