

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

7th April 2025

Dear Councillor,

SUMMONS TO ATTEND A MEETING OF NEW ROMNEY TOWN COUNCIL, TO BE HELD IN THE ASSEMBLY ROOMS, NEW ROMNEY, ON MONDAY 14TH APRIL 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 and Responsible Financial Officer

Email: town.clerk@newromney-tc.gov.uk

The afore-mentioned meeting will commence at 6.45pm.

Members of Public are welcome to join this meeting.

PLEASE NOTE: New Romney Assembly Rooms and New Romney Town Hall have restricted access for people with limited mobility; please enquire for details.

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 Friday before the meeting, providing your name and contact details and a summary of what your question subject will be. No late notifications can be accepted.

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

The system will operate on the basis of “first come, first served” as identified by the Clerk. You will be notified as soon as possible after your ‘notification of wish to participate’ has been received as to whether or not you will be able to participate (by 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 14TH APRIL 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:

To receive the report of the County Councillor for Romney Marsh (who is requested to provide a written copy of the report).

- Individual Councillor Report to be published following forthcoming KCC elections as the Council is now in a period of Purdah

5. REPORTS OF FOLKESTONE & HYTHE DISTRICT COUNCILLORS:

To receive the reports of the District Councillors for New Romney (who are each requested to provide a written copy of the relevant report).

- Individual Councillor Reports to be published following forthcoming KCC elections as the Council is now in a period of Purdah

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 **10th March 2025** (Attached hereto*).

(ii) To approve the minutes of the especial **Full Council Meeting** held on **7th April 2025** (To follow*).

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

To receive and note the report of the Mayor:

(i) Mayor’s Civic Function List (Attached hereto*)

(ii) Any Communications received by or for the Mayor

11. TOWN CLERK’S REPORT (Encs*):

To receive and note the Town Clerk’s report (Attached hereto*).

12. 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 (Attached hereto*)

(ii) To receive and note the Community Hall, Sports Pavilion and Nursery Project Financial Report, if available.

13. STANDING ORDER No.14:

The Mayor to consider any questions raised by Councillors, of which proper notice has been given (three working days minimum).

14. 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 and Environment Committee

(a) Meeting held on 12th March 2025 (Attached hereto*)

(b) Meeting held on 2nd April 202 (To follow*)

(ii) Personnel Committee

Meeting held on 25th March 2025 (Attached hereto*)

(iii) Finance & General Purposes Committee

Meeting held on 19th March 2025 (Attached hereto*)

15. TOWN CLERK'S FINANCIAL REPORTS FOR 2024-25 (Encs*):

To consider final payments and receipts and bank reconciliations for February 2025*, if available.

16. COUNCIL REPRESENTATIVES' REPORTS (Encs*):

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.

- Romney Marsh Forum

17. REVIEW OF APPENDICES TO STANDING ORDERS (Encs*):

(i) To approve amendments to Policy Documents* Appended to Standing Orders, as attached hereto.

(ii) To formally approve the following Policy Documents:

(a) Schedule of payments approved in advance for financial year 2025-26

(b) Annual Investment Strategy and Investment Plan 2025-26

(c) Risk Management Statement 2024-25

(d) Statement of Intent for 2025-26

(iii) To formally withdraw the following Policy Documents:

(a) Addendum to Appendix 3(xv) Supplementary Agreement re use of Maude Pavilion and Sports Field

(b) Appendix 1 (iii)(b) Community Hall & Sports Pavilion Stakeholder Consultation Group Terms of Reference

(c) Appendix 3(xv) Maude Pavilion and Sports Field 364 Day Agreement

(d) Appendix 3 (xvi) Community Hall 364 Day Agreement

18. 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.

19. ON-GOING MATTERS:

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

20. 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.

- Councillor – Officer Protocols

21. 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.

22. 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.

MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Monday 10th March 2025
Commencing at 6.45pm

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

Town Ward:

Councillors: J Davies, J Houston, P Carey, L Phillips and
S Hodges

Coast Ward:

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

In Attendance:

Deputy Town Clerk	-	Mrs T Morris
Mayor's Chaplain		
KCC Councillor	-	Cllr A Hills
Members of the Public	-	1

IN THE CHAIR

The Mayor – Councillor J Rivers

The Mayor's Chaplain led the Council in prayer.

The formal business of the meeting commenced **@6.46PM.**

567/2024-25 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted, as follows:

Councillor Rev Cn McLachlan - for personal reasons

Apologies for absence were subsequently received from Councillor
Meredith.

568/2024-25 DISPENSATION TO PARTICIPATE

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

569/2024-25 DECLARATIONS OF INTEREST

@6.47PM Councillors Hiscock and Thomas declared a Personal
Interest in respect of Town Council finance reports due to their

employment of a contractor who is also employed by the Town Council.
(Minute Ref 580/2024-25 refers)

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570/2024-25 **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 Romney Marsh and updates in relation to funding for pothole repairs. The afore-mentioned report was duly received and noted.

571/2024-25 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas presented his written report, which included details of meetings attended and work supporting local residents as well as an update in respect of bathing water quality. The afore-mentioned report was duly received and noted.

572/2024-25 **ADJOURNMENT OF MEETING**

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

573/2024-25 **PUBLIC QUESTIONS**

None.

574/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

575/2024-25 **MINUTES**

(i) The Chairman presented the minutes of the **Full Council Meeting** held on **10th February 2025**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor O'Hare

RESOLVED – that the minutes of the Full Council Meeting held on 10th February 2025 be approved and signed as a true and correct record.

Councillors Hodges and Peacock abstained from voting as they had not been present at the afore-mentioned meeting.

The Chairman subsequently signed the afore-mentioned minutes.

576/2024-25 **MAYOR'S REPORT AND COMMUNICATIONS**

The Mayor's report regarding civic engagements attended since the last meeting was duly received and noted.

577/2024-25 **TOWN CLERK'S REPORT**

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

MEETING OF FULL COUNCIL – 10th MARCH 2025**TOWN CLERK'S REPORT****Actions completed since the Full Council meeting held on 10th February 2025**

1) In light of the newly adopted policy on livestreaming of Town Council meetings, the purchase of recording/filming equipment and portable wi-fi box is in hand with a view to implementing the **live-streaming of Town Council meetings** from April 2025.

Additional Items of report

1) The **by-election for Coast Ward Member** of New Romney Town Council was held on 27th February and Councillor Paul Peacock was duly elected to the Council.

2) Emergency **repairs to a drainage pipe to the rear of the Assembly Rooms** have been completed and the car parking surface made good.

Town Clerk 3rd March 2025

578/2024-25 **STANDING ORDER NO.14**

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

@7.10PM the Mayor's Chaplain left the meeting.

579/2024-25 **STANDING COMMITTEES**

(i) Councillor Rivers presented the minutes of the **Health & Wellbeing Committee** meeting held on **11th February 2025**, which were duly received and noted.

(ii) Councillor Thomas presented the minutes of the **Personnel Committee** meeting held on **12th February 2025**, which were duly received and noted.

(iii) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **19th February 2025**, which were duly received and noted.

580/2024-25 **RFO'S FINANCIAL REPORTS FOR 2024-25**

The Clerk presented final payments and receipts and final bank reconciliation for the month of **January 2025**, 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 January 2025 be hereby received and approved.

Payments and receipts for the month of **January 2025** being in the amounts as detailed below:

January 2025	Receipts:	Payments:
NatWest Current Account	£2,022.81	£2,022.81
Unity Trust Current Account:	£61,264.69	£100,325.88
Lloyds Bank Business Account:	£250,031.61	£363,281.55
NatWest Business Reserve Account:	£1,293.32	£803.81
Petty Cash:	£0.00	£56.58
Lloyds Bank Corporate Card:	£126.10	£453.36
Lloyds Bank Instant Access Online Saver	£3,004.21	£150,000.00
NSIB	£0.00	£0.00

581/2024-25 **COUNCIL REPRESENTATIVES' REPORTS**

None.

582/2024-25 **CAPITAL PROJECTS REPORT**

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

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

583/2024-25 **EXTERNAL AUDIT REPORT**

The report of the external auditor for 2024-25 was duly received and noted and it was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that it be formally confirmed that there were no matters of concern raised and no actions were required to be taken as a result of the external audit.

584/2024-25 **COUNCIL MEETING DATES**

Having duly considered the draft schedule of Town Council meetings for the 2025-26 Civic Year, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Terry

RESOLVED – that the commencement time of meetings of St Martin’s Field Charity be changed to 6.15pm

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that, subject to the above-mentioned amendment to the start times for meetings of St Martin’s Field Charity, the draft schedule of Town Council meetings for the 2025-26 Civic Year, as presented, be approved.

585/2024-25 **2025 EVENTS**

(i) Having duly considered the budget and cost centre for the forthcoming VE Day 80 celebration, it was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that (i) a budget in the maximum amount of £1,200.00 to cover costs incurred in respect of VE Day 80 Celebrations, to be allocated from the Festivities Reserve Fund, be approved; (ii) the Clerk be authorised to undertake all actions required to deliver the afore-mentioned celebrations and settle all associated invoices, once received, first having ascertained all is in order.

(ii) Having duly considered the budget and cost centre for the forthcoming Maude Community Centre Official Opening celebrations, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Houston

RESOLVED UNANIMOUSLY – that (i) a budget in the maximum amount of £2,500.00 to cover costs incurred in respect of the Maude Community Centre Official Opening Celebrations, to be allocated from the Festivities Reserve Fund, be approved; (ii) the Clerk be authorised to undertake all actions required to deliver the afore-mentioned celebrations and settle all associated invoices, once received, first having ascertained all is in order.

586/2024-25 **CONEY BANKS APIARY**

Due consideration was given to increasing the maximum agreed capacity for beehives at land in Church Road known as Coney Banks from 20 hives to 30 hives, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the maximum number of hives to be accommodated at Town Council land in Church Road known as Coney Banks be increased from 20 to 30 hives.

587/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

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

588/2024-25 **ON-GOING MATTERS**

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

589/2024-25 **PERSONNEL MATTERS**

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

590/2024-25 **LAND AND TENANCY MATTERS**

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

591/2024-25 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

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 Deputy Town Clerk

CIVIC FUNCTIONS ATTENDED BY THE MAYOR SINCE THE LAST MEETING OF FULL COUNCIL

1. Wednesday 5th March 2025 – Lighthouse on the Marsh tour *
2. Commonwealth Day Service – NRAD Pantomime Marsh *
3. Faversham charity ball 14th March *
4. Romney Marsh Inspires – Marsh Academy – 25th March
5. Harvey Grammar School prize giving – 4th April *
6. Vineyard tour – Faversham – 9th April *

* Accompanied by the Mayoress.

* Accompanied by the Deputy Mayor.

MEETING OF FULL COUNCIL – 14th APRIL 2025 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 10th March 2025

- 1) All preparations for the forthcoming **VE Day Celebrations** are currently in hand, noting the approved budget for this event.
- 2) All preparations for the **official opening week of the new Maude Community Centre** are currently in hand, noting the approved budget for this event. It should be noted that it has been necessary to push back the opening week events due to project delays incurred as a direct result of the Emergency Gas Repairs on the A259 at the junction with Station Road. The official opening week will now run from Friday 18th July to Friday 25th July – with the Official Opening Ceremony and Reception now to be held on the evening of Friday 18th July; Councillors will receive further details in due course as soon as everything has been finalised.

Additional Items of report

1) Guidelines and restrictions on decision making and publicity during the pre-election period

Local (KCC) elections are due to take place on 1st May 2025 so it would be useful to remind Councillors about the guidelines and restrictions on publicity during the pre-election period that starts when the notice of election is published. This period is traditionally known as '**Purdah**' – but is now more commonly referred to as a 'period of heightened sensitivity' – and these restrictions apply to all four-yearly local elections (and, indeed, to national elections).

From the start of the pre-election period, the Council must comply with restrictions outlined in Section 2 of the Local Government Act 1986 as amended in 1988. In addition, a Code of Recommended Practice on Local Authority Publicity published in 2011 makes clear that particular care should be taken in periods of heightened sensitivity, such as in the run up to an election. The Act defines publicity as "**any communication, in whatever form, addressed to the public at large or to a section of the public.**"

Generally, the Act says that the Council should "**not publish any material which, in whole, or in part, appears to be designed to affect public support for a political party.**" The Code of Practice recommends that authorities should generally not issue any publicity which seeks to influence voters and that publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute. Authorities are allowed to publish factual information which identifies the names, constituencies and parties of candidates at elections and can publish factual

information to counteract misleading, controversial or extreme (for example, racist/sexist) information.

Decision making

In relation to decision making within the Council, the position remains that it is **'business as usual'** unless there are very good reasons why this should not be the case. In the vast majority of cases, the pre-election period will have no impact on normal council business, including the approval of planning decisions or other decisions – including financial decisions - relating to larger projects that have already been on-going, undertaking budget consultations or completing budget-setting processes – even if such decisions might be deemed by some to be controversial. The Council should, however, avoid making decisions relating to any potential new large-scale projects during Purdah and should not launch any new consultations - unless it is a statutory duty or considered normal council business, such as budget consultations.

What this means

- The primary restriction is on proactive publicity by the Council which particularly relates to candidates and other politicians involved directly in the election.
- The Council can still issue media releases on factual matters provided that these do not identify individual Councillors or groups of Councillors and the Council should not include photographs of individual Councillors in any media release during Purdah.
- Councillors are still free to respond to enquiries received from the media in a personal capacity, provided that they make it clear, as usual, that they are not representing the view of the Council as a corporate body.
- Individual councillors can issue their own statements, write letters to the local newspaper(s) for publication, or contact the media directly in a personal capacity as part of their election campaign, but must not use Council resources to do so.
- Council Officers cannot, therefore, assist any Councillor with producing or distributing any pre-election public statements or campaign materials or with contacting the media or other third parties regarding the election.
- A Councillor should not try to book a New Romney Town Council building to hold a campaign meeting or other political meeting during Purdah as it would require an Officer to assist by taking a booking and using Officer time in undertaking the associated administration – which is, in effect, using Council resources.

It is still possible for the Council to issue statements on behalf of a Councillor holding a key political or civic position provided it relates to important events which are outside the Council's control and can be shown to justify a Member response. These occasions are likely to be rare and to be the exception, rather than the rule.

(i) MAUDE COMMUNITY CENTRE PROJECT – UPDATE REPORT

Members of the Council will be aware that the recent emergency gas main repairs on the A259 at the junction with Station Road resulted in the suspension of Kent Structures permit for s278 works in a highway, bringing the Maude Community Centre Project to a halt in regards to all major external infrastructure works. This delay of nearly two and a half weeks has had a significant impact on the Maude Community Centre – both in terms of completing the project in accordance with the Programme of Works and financially:

- 1) The project completion date has now had to be amended from 5th June to 17th June. This amendment was reviewed in detail by Synergy to ascertain whether there was any potential at all for reducing the extension of time but this was not possible.
- 2) The extension of time has resulted in additional costs in the approximate amount of £28,000.00

Together with unexpected additional s278 works, which had not originally been indicated to be required, at a cost in excess of £37,000 and, now, additional drainage works at an additional amount of approximately £14,000.00 – which is currently being queried on behalf of the Town Council – project contingency is now running very low. That said, all high cost provisional sums have now been finalised and we are moving into the final weeks whereby demolition and landscaping is due to be undertaken, so risk of any further unanticipated costs is now significantly reduced and it is, therefore, likely that the project will now be delivered within budget (including the ring-fenced reserves which were set aside as emergency project contingency sum). Should any contingency funds be remaining at the end of the programme of works, this shall then be returned to NRTC General Reserves by way of a resolution of the Council.

The Annexe Building has now been completed and the Seashells Nursery will be transferring its operations to the new building on Wednesday 9th April 2025 following the official handover walkthrough involving Kent Structures, Synergy Project Management Team, SWECO and Mayland Consultants and Hollaway Architects along with NRTC Chairman and Project Steering Group Chairman, NRTC Chief Officers and Caretaking Team and Seashells Nursery Proprietor.

Preparations for demolition of the old Community Hall will commence on Saturday 12th April 2025, with demolition due to commence w/c 14th April 2025.

Following completion of demolition and ensuing hard and soft landscaping, the main Maude Community Centre building is now due to be handed over on 17th June 2025.

(ii) MAUDE COMMUNITY CENTRE PROJECT FINANCIAL UPDATE REPORT

To follow, if available

MINUTES
of
A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 12th March 2025
Commencing at 6.45pm

PRESENT:

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

In the Chair: Councillor K Terry

In Attendance: Planning Clerks - Mrs G Hall and Miss S Walmsley
Members of public - x 2

592/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Cllr Rev Cn McLachlan due to personal reasons.

Cllr L Phillips due to personal reasons.

593/2024-25 **DISPENSATION TO PARTICIPATE**

No new applications for Dispensation to Participate had been received.

594/2024-25 **DECLARATIONS OF INTEREST**

Councillor Coe declared a personal interest in relation to planning application 25/0106/FH due to being a customer of the business.

595/2024-25 **ADJOURNMENT OF MEETING**

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

596/2024-25 **PUBLIC QUESTIONS**

None received.

597/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

598/2024-25 **MINUTES**

Minutes of the Meeting Held on 19th February 2025

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 19th February 2025**, a copy of which had been previously circulated to all Councillors.

Having duly considered the afore-mentioned minutes, it was

PROPOSED BY: Councillor Carey
SECONDED BY: Councillor Houston

RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 19th February 2025 be approved and signed as a true and correct record.

Councillor J Davies abstained from voting as he hadn't been present for the meeting.

599/2024-25 **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:

Changes to pricing on Planning Portal.

Email received from the Planning Portal advising of price increases with effect from 31st March 2025 and they are as follows:

1) The UK Government's increase to statutory planning fees from 1 April 2025, which raises costs across the sector, for all parties. [Click here to find out more.](#)

2) Significant increases in the cost of processing planning applications,

including security, payment handling and associated fees, platform maintenance, and support services.

From 31 March 2025, the following will apply:

Updated Planning Portal Service Charge: £70.33 + VAT

Minimum Fee Threshold Increase: From £60 to £100 (applications under £100 will not incur a service charge).

Why is the service charge increasing?

This charge enables us to:

- ✓ Maintain and enhance **essential services** that support the entire planning and construction sector.
- ✓ Deliver **dedicated customer support** to assist applicants and planning professionals.
- ✓ Develop **innovative tools** and features, utilising **new emerging AI technologies** to streamline the application process for all users.
- ✓ Ensure **secure and efficient payment processing** for smoother transactions.

New Romney Highway Improvement Plan

Our next public engagement meeting regarding proposed double yellow lines for the junction of St Mary's Road and Fairfield Road has been scheduled for Saturday 22nd March 2025, from 10am to 12pm in the Assembly Rooms. Please save this date in your diaries. Please see working parties report for more information.

Planning Clerk – 05.03.2025

600/2024-25 **SCHEDULE OF PLANNING APPLICATIONS**

It was

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Rivers

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) [25/0219/FH](#)

9B Littlestone Road, Littlestone,
New Romney, TN28 8LN

Retention of existing detached
Annex (extension to deadline
requested)

RECOMMENDATION

No objection

Voting:

For Application: 5
Against Application: 1
Abstained: 1

(ii) [25/0106/FH](#)

12 High Street, New Romney,
TN28 8DD

Two storey building containing a
café and a 2 bed flat.

RECOMMENDATION

**Recommend refusal -
concerns regarding over
development, lack of
details regarding commercial
ventilation, no EV parking,
concerns over lack of parking
– does not meet the required
amount of parking for
development, applicant
shouldn't be reliant on public
car park for business use.**

Voting:

For Application:

0

Against Application:

7

Abstained:

0

(iii) [25/0325/FH](#)

West Knoll, Lydd Road, New Romney, TN28 8DH

RECOMMENDATION

Erection of a detached dwelling.
Recommend refusal – contravenes HB1 due to roof line being higher than neighbouring properties, concerns raised over Southern Water comments regarding lack of information about foul surface water drainage. Doesn't meet KCC requirements as no turning point for vehicles.

Voting:

For Application:	0
Against Application:	6
Abstained:	1

(iv) [25/0380/FH/TCA](#)

The Old Green, Madeira Road, Littlestone, New Romney, TN28 8QX

Works to trees in Conservation Area - Tree A Sycamore and Tree B Sycamore Fell to ground level.

RECOMMENDATION**Voting:**

For Application:	7
Against Application:	0
Abstained:	0

No objection(v) [25/0384/FH](#)

1 Brissenden Close, New Romney, TN28 8JD

Two Storey side extension and front entrance porch
No objection

RECOMMENDATION**Voting:**

For Application:	7
Against Application:	0
Abstained:	0

(vi) [24/1901/FH](#)

Plot C Coronet Park, Mountfield Road, New Romney, TN28 8LH

18 no. general industrial units all with associated parking and access road.

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

These are detailed below:
Additional information received 04.03.2025

RECOMMENDATION

No objection subject to KCC conditions being met regarding cycle spaces.

Voting:**For Application:****7****Against Application:****0****Abstained:****0**(vii) [25/0145/FH](#)

25 Cockreed Lane, New Romney TN28 8JH

Lawful development certificate (proposed) to use existing garden structure as an air bnb.

RECOMMENDATION

Recommend refusal due to lack of information regarding parking, no proof building has met requirements for air bnb, no EV charger point or cycle racks, no fire certificate. This is a material change of use and a full planning application should be applied for.

Voting:**For Application:****0****Against Application:****7****Abstained:****0**

601/2024-25 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

602/2024-25 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/ DECISIONS/MATTERS**

A schedule of delegated decisions of Folkestone & Hythe District Council Planning Department for the periods of 9th February 2025 & 23rd February 2025 were duly received and noted.

603/2024-25 **ENVIRONMENTAL MATTERS**

The Kent & Medway Air Quality Forecast for Sunday 17th March 2025 & The latest Water Quality Sampling Information which had previously been circulated to all Committee Members, was duly received and noted.

604/2024-25 **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:

Parish Highway Improvement Plan

The next public engagement drop-in session has been scheduled for Saturday 22nd March 2025 see poster below for details, Councillors are encouraged to attend. This information will be shared on posters in our noticeboards and via the New Romney Town Council website and Facebook page. Those on our mailing list will also be invited to attend and contribute.



New Romney Town Council
Parish Highway Improvement Plan
Public Engagement
Proposed Double Yellow Lines
St Mary's Road Junction with Fairfield Road

The following date has been booked for a drop-in session at The Assembly Rooms, Church Approach, New Romney on:

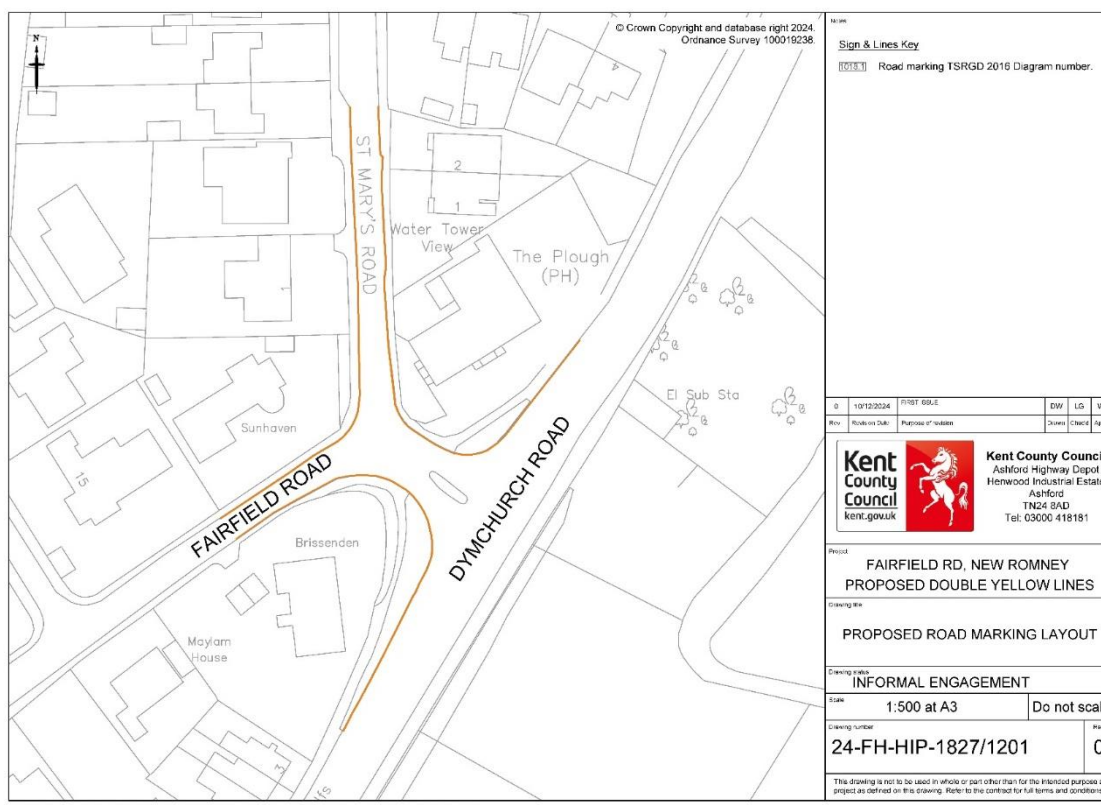
Saturday 22nd March 2025 10:00am – 12:00pm.

Come along to chat to your Councillors and have your say regarding the proposed changes - please see below:



If you are unable to attend but would still like to have your say, please email: planning.clerk@newromney-tc.gov.uk for a comments form. Closing date for returning comments forms: 27/03/2025





Speed Surveys For Remaining 20MPH Zones

The speed surveys for all remaining 20MPH zones commenced on the 8th March 2025. In total KCC have arranged for 19 x speed surveys to be conducted, the results can take up to one month to come back. Once KCC has the result back they will report back to NRTC and advise which roads within these zones are suitable for the proposed 20MPH limit.

Lydd Road – Proposed Double Yellow Lines

Update received from KCC it has been confirmed that double yellow lines are proposed for Lydd Road incorporating the junction with Sussex Road and Longshore Grove.

These plans have been drawn up by Kent County Council as part of the latest development agreement.

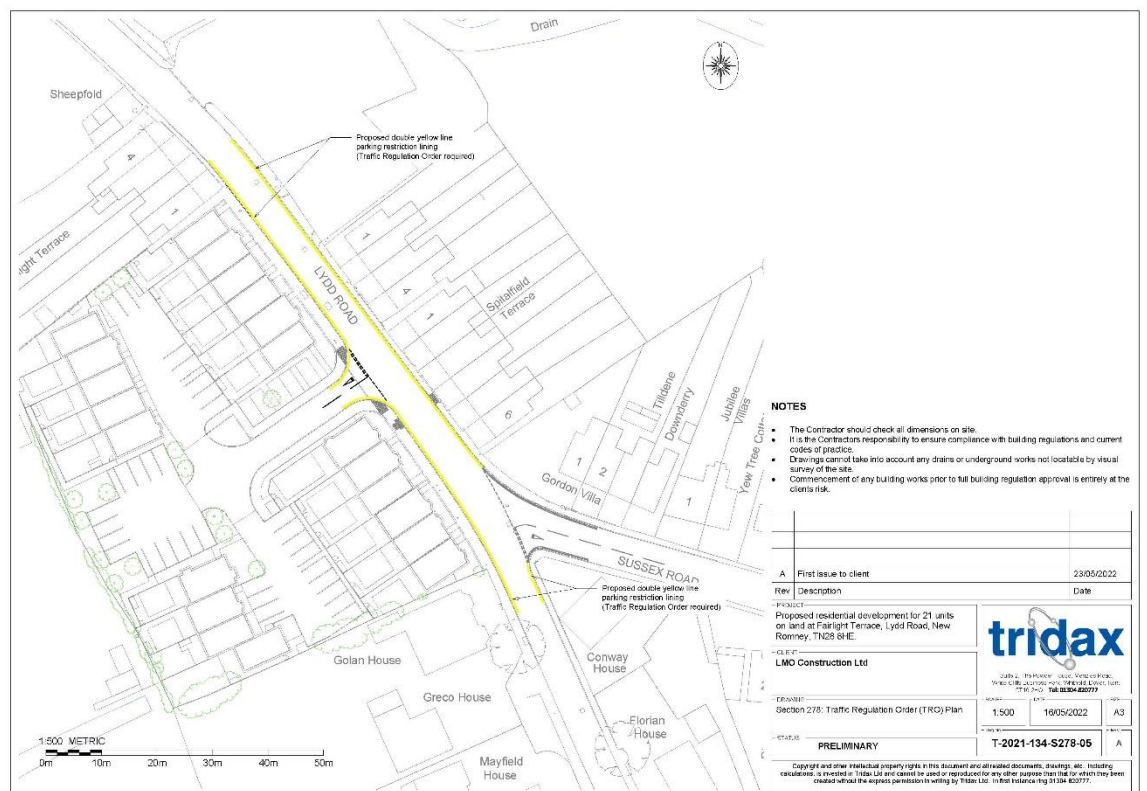
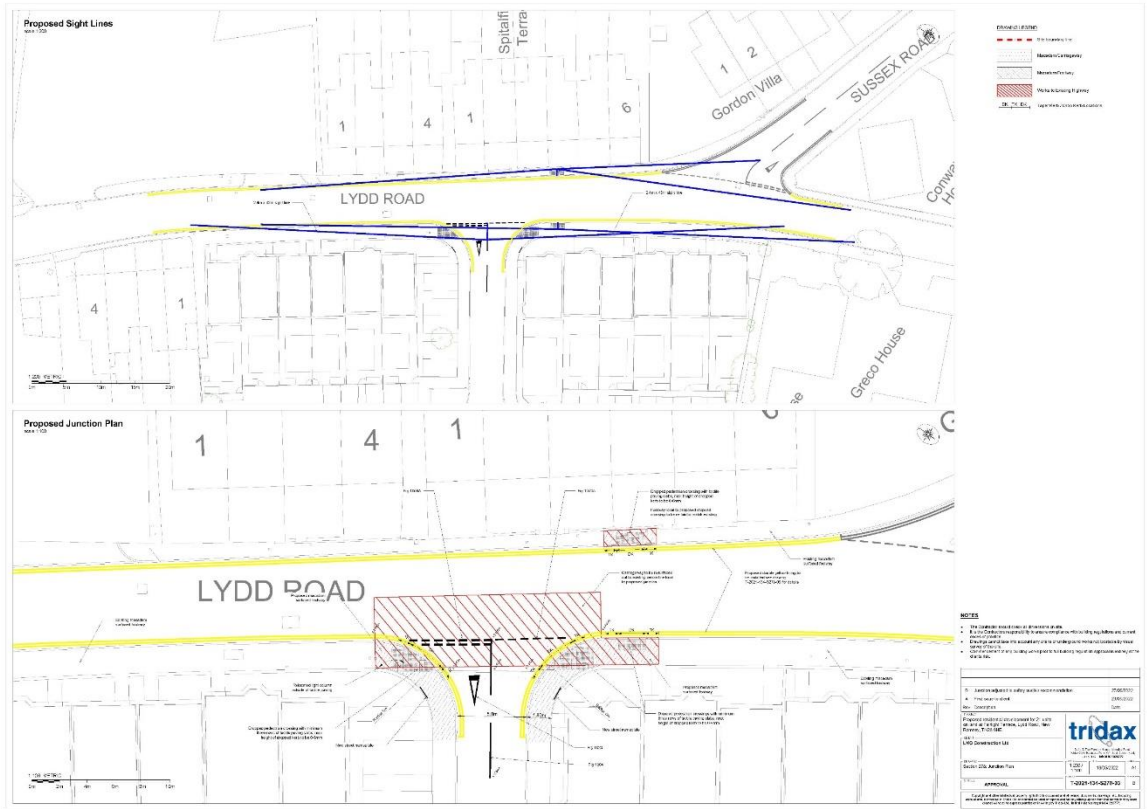
These plans have not yet gone through the Traffic Regulation Order stage, so it will be subject to passing the formal public consultation before it can be installed.

The designs with double yellow lines proposed are below and if this passes the TRO, this should address the issue with congestion on Lydd Road.

The Planning Clerk has asked if New Romney Town Council can have some input into the proposed plans or make any changes/recommendations. KCC will

get the development team who drew the plans up to contact the Clerk to discuss if this is possible. I shall report back when I hear anything.

Please see proposed plans below:



605/2024-25 **FOLKESTONE AND HYTHE DISTRICT COUNCIL HERITAGE
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 7.42PM**

Minutes prepared by the Planning Clerk

MINUTES
Of
A Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Tuesday 25th March 2025
Commencing at 10.00am

PRESENT: Councillors J Rivers, P Thomas and P Coe

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe

618/2024-25 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Davies – who was unwell
Councillor Rev Cn McLachlan – for personal reasons

619/2024-25 **DISPENSATION TO PARTICIPATE**

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

620/2024-25 **DECLARATIONS OF INTEREST**

None.

621/2024-25 **MINUTES**

(i) Having duly considered the minutes of the especial Personnel Committee meeting held on 21st January 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the minutes of the Personnel Committee meeting held on 21st January 2025 be signed as a true and correct record.

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

(ii) Having duly considered the minutes of the especial Personnel Committee meeting held on 12th February 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that the minutes of the Personnel Committee meeting held on 12th February 2025 be signed as a true and correct record.

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

622/2024-25 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

623/2024-25 **FINANCIAL MATTERS**

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

624/2024-25 **SALARIES REVIEW**

Having duly considered the detailed output report of the recently commissioned independent salaries review, and noting that appropriate budget provision had been put in place via the annual budget setting process for 2025-26, it was:

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that revised salary scales be approved and adopted, as presented, and implemented with effect from 1st April 2025.

Newly adopted salary scales are, therefore, as follows:

Town Clerk	SP42-SP45
RFO & Deputy Town Clerk	SP29-SP32
Finance Clerk	SP22-SP25
Facilities & Communications Clerk	SP22-SP25
Planning Clerk	SP18-SP21
Clerical Assistant/Mayor's Secretary	SP13-SP16
Parish Caretaker	SP13-SP16
Assistant Caretaker	SP09-SP12
Maude CC Caretaker/Cleaner	SP11-SP14

625/2024-25 **STAFF VACANCY**

Having duly considered the requirement to appoint one or more persons to the new role of Maude Community Centre Caretaker / Cleaner in light of the forthcoming completion of the new community facility, it was:

(i)

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the draft Job Description and Person Specification for Maude Community Centre Caretaker / Cleaner be approved and adopted, noting agreed additions*.

*Agreed additions were clauses to identify responsibility for undertaking monthly condition checks in respect of the ground floor sports pavilion and the annex building.

(ii)

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that the details of the recruitment advertisement in respect of the role of Maude Community Centre Caretaker / Cleaner be hereby approved, as amended.*

*Amendments identified minimum of 5 working hours per day and minor typographical / grammatical changes.

(iii)

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the initial basis of employment shall be 12 month fixed-term part-time contract(s) based on a minimum of 5 contracted hours per day plus contractual overtime at standard rate as required.

(iv)

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the Clerk be authorised to take all such actions as are required to facilitate and implement the recruitment process with a view to appointing successful candidate(s) [in the role of Maude Community Centre Caretaker / Cleaner] at the earliest opportunity.

626/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

@10.39AM, having considered the nature of matters to be discussed under Agenda Item 10 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 Rivers

SECONDED BY: Councillor Coe

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.

627/2024-25 **STAFF MATTERS**

(i) Councillor / Staff Protocols

There was nothing of report on this occasion.

(ii) Annual Review of Staff Absences

The schedule of staff sickness absence for 2024-25 was duly received and noted.

628/2024-25 **CONCLUSION OF PRIVATE SESSION**

@10.41AM, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Rivers

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

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.41AM**.

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

Minutes prepared by the Town Clerk

MINUTES
of
**A Meeting of New Romney Town Council's
Finance and General Purposes Committee
Held in the Assembly Rooms on
Wednesday 19th March 2025 commencing at 6.45pm**

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

In Attendance:

RFO	-	Mrs C T Morris
Finance Clerk	-	Mrs J Field
Councillor P Peacock	-	Observer
Member of the Public	-	1

IN THE CHAIR: Councillor P Thomas

606/2024-25 **APOLOGIES FOR ABSENCE**

Councillor J Rivers – for personal reasons
Councillor Rev Cn S McLachlan – for personal reasons

607/2024-25 **DISPENSATION TO PARTICIPATE**

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

608/2024-25 **DECLARATIONS OF INTEREST**

@6.46PM Councillor Hiscock and Councillor Thamas declared a Personal Interest in Town Council finance reports due to their employment of a contractor who is also employed by the Town Council

609/2024-25 **ADJOURNMENT OF MEETING**

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

610/2024-25 **PUBLIC QUESTIONS**

None

611/2024-25 **RE-CONVENING OF MEETING**

Not applicable

612/2024-25 **MINUTES**

The Chairman presented the Minutes of the **Finance & General Purposes Committee Meeting** held on **22nd January 2025**, a copy of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Coe

RESOLVED – that the minutes of the Finance & General Purposes Committee Meeting held on 22nd January 2025 be approved and signed as a true and correct record.

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

The Chairman subsequently signed the Minutes.

613/2024-25 **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 Davies

SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that the afore-mentioned detailed schedule of Payments Approved under Financial Regs, SPAA and/or Delegated Authority, in the sum of £31,604.33 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.

614/2024-25 **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

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

615/2024-25 **RFO'S REPORT**

The RFO's report, which read as under, was received and noted:
RFO's Report – F&GP Meeting on 19th March 2025

Actions completed since the F&GP Committee meeting held on 22nd January 2025:

1. Following their confirming acceptance of the award, the payment for grant funding to the John Armitage Memorial Trust (JAM) has been made (*Minute Ref: 496/2024-25 refers*).
2. An order was placed with Folkestone & Hythe District Council for cleaning & maintenance of The Greens toilet block for the 2025 season (*Minute ref: 495/2024-25(i) refers*).
3. An order was placed with M Coleman Arboricultural Service to carry out tree works (*Minute ref: 495/2024-25(ii) refers*).
4. An order was placed with Higher Elevation Ltd to provide a 3-year service plan for the Town Hall platform lift (*Minute ref: 495/2024-25(iii) refers*).
5. An order was placed with David Ogilvie Engineering for the supply of a community notice board (*Minute ref: 498/2024-25(iii) refers*).
6. An order was placed with B E Ames Ltd for the installation of a community notice board (*Minute ref: 498/2024-25(iii) refers*).
7. An order was placed with Amberol Ltd for the supply of a 4 off planters (*Minute ref: 499/2024-25(iii) refers*).
8. An order was placed with B E Ames Ltd for the removal of existing and installation of new planters (*Minute ref: 499/2024-25(iii) refers*).

Other Matters of Report:

9. Notification of rate changes was received from NatWest Bank (Attached hereto*)
10. Notification of changes to interest rates was received from NSIB (Attached hereto*)
11. Notification of changes to account status was received from Lloyds Bank (Attached hereto*)
12. A duly completed grant monitoring form has been received from New Romney in Bloom (Attached hereto*).

This concludes my report – RFO 12th March 2025

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616/2024-25 **QUOTATIONS**

(i) Town Council Insurance Cover

Consideration was given to the quotation received in respect of Town Council insurance provision. It was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that (i) the quotation received to provide insurance cover under a 3-year index linked agreement at a year one cost of £7170.83, be accepted; (ii) this to be funded from the 2025/2026 Insurance budget and the Clerk be authorised to settle all invoices, once received, first having ascertained all is in order.

NB: The contract was, therefore, awarded to Zurich Insurance Company Ltd.

(ii) Sports Field Herbicide Spraying

Consideration was given to the current difficulties in accessing the Sports Field, due to the development of the Maude Community Centre and it was:

(a)

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY – that due to the current difficulties in accessing the Sports Field, Standing Orders be waived to consider the single quotation sought.

(b)

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that (i) the quotation received to carry out Herbicide spraying treatment to the Sports Field In the sum of £933.20 plus VAT , be approved and funded from the Sports Field Budget; (ii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained that all is in order.

The contract was, therefore, awarded to Weed Management.

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617/2024-25 **GRANT FUNDING/ DONATIONS**

(i)Due consideration was given to the grant funding application received from New Romney Country Fayre. It was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that grant funding in the sum of £1000.00, to be funded from the 2025/26 Grants/Donations Budget, be awarded to New Romney Country Fayre.

(ii)Due consideration was given to the grant funding application received from New Romney in Bloom. It was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that grant funding in the sum of £300.00, to be funded from the 2025/26 Grants/Donations Budget, be awarded to New Romney in Bloom.

(iii) Due consideration was given to the grant funding application received from Romney Marsh Community Hub in respect of providing its Ex-Armed Forces Coffee Mornings. It was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Carey

RESOLVED UNANIMOUSLY – that grant funding in the sum of £500.00, to be funded from the 2025/26 Grants/Donations Budget, be awarded to Romney Marsh Community Hub.

The Chairman thanked the Councillors for their attendance and the meeting then concluded @ **7.20PM**.

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 Finance Clerk

AGENDA ITEM 15

New Romney Town Council 2024/25

Bank - Cash and Investment Reconciliation as at 28 February 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2025	Nat West Current A/c	500.00	
28/02/2025	Unity Trust A/c	83,771.97	
28/02/2025	Lloyds Bank Business A/c	66,464.24	
28/02/2025	Nat West Business Reserve A/c	65,337.03	
28/02/2025	Petty Cash	46.11	
28/02/2025	Corporate Card	0.00	
28/02/2025	Lloyds Bank I/A Online Saver	1,840,463.95	
			2,056,583.30

Other Cash & Bank Balances

10,453.00

2,067,036.30

Unpresented Payments

1,014.20

2,066,022.10

Receipts not on Bank Statement

0.00

Closing Balance

2,066,022.10

All Cash & Bank Accounts

1	Nat West Current A/c	500.00	
2	Unity Trust Current A/c	83,771.97	
3	Lloyds Bank Business A/c	66,464.24	
4	Nat West Business Reserve A/c	65,337.03	
5	Petty Cash	46.11	
6	Corporate Card	-1,014.20	
7	Lloyds Bank I/A Online Saver	1,840,463.95	
	Other Cash & Bank Balances	10,453.00	
	Total Cash & Bank Balances		2,066,022.10

Date: 02/04/2025

New Romney Town Council 2024/25

Page: 74

Time: 10:08

Cashbook 1

User: 6880.T.MORRIS

Nat West Current A/c

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	500.00					500.00	
FP CREDIT	Banked: 03/02/2025	669.00						
FP CREDIT	Hobbs Parker	669.00		-13.50	1010	205	750.00	Hobbs Parker - THH - Rent
					4362	205	-67.50	Hobbs Parker - THH - Fee
FP CREDIT	Banked: 03/02/2025	550.00						
FP CREDIT	BABYSEASHELLS LTD	550.00			1010	215	550.00	Baby Seashells - Rent
	Banked: 18/02/2025	339.95						
AUTO TRANS	Nat West Business Reserve A/c	339.95			215		339.95	AUTO TRANSFER
	Banked: 19/02/2025	56.20						
AUTO TRANS	Nat West Business Reserve A/c	56.20			215		56.20	AUTO TRANSFER
	Banked: 21/02/2025	435.55						
AUTO TRANS	Nat West Business Reserve A/c	435.55			215		435.55	AUTO TRANSFER
Total Receipts for Month		2,050.70	0.00	-13.50			2,064.20	
Cashbook Totals		2,550.70	0.00	-13.50			2,564.20	

Continued on Page 75

Payments for Month 11				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>
03/02/2025	Nat West Business Reserve A/c	AUTO TRANS	550.00			215	550.00	AUTO TRANSFER
05/02/2025	Nat West Business Reserve A/c	AUTO TRANS	669.00			215	669.00	AUTO TRANSFER
18/02/2025	EDF Energy - A-4BC718AD	D/D 1	193.89	193.89		500		EDF-A.R.-Electric
18/02/2025	EDF Energy - A473728D3	D/D 2	146.06	146.06		500		EDF-T.H.- Electricity
19/02/2025	Castle Water Ltd	D/D 3	28.88	28.88		500		Castle Water -A.R.-Wat
19/02/2025	Castle Water Ltd	D/D 4	27.32	27.32		500		Castle Water - T.H. - Water
21/02/2025	EDF - Energy A-B92B4781	D/D 5	428.41	428.41		500		EDF-MCC-Electricity
21/02/2025	Castle Water Ltd	D/D 6	7.14	7.14		500		Castle Water - GmsFount-Water
Total Payments for Month			2,050.70	831.70	0.00		1,219.00	
Balance Carried Fwd			500.00					
Cashbook Totals			<u>2,550.70</u>	<u>831.70</u>	<u>0.00</u>		<u>1,719.00</u>	

Date: 02/04/2025

New Romney Town Council 2024/25

Page: 69

Time: 10:09

Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 11

Receipts for Month 11

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>
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	Balance Brought Fwd :	84,485.44					84,485.44	
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Banked:		0.00						
			0.00				0.00	

Total Receipts for Month		0.00	0.00	0.00			0.00	
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Cashbook Totals		<u>84,485.44</u>	<u>0.00</u>	<u>0.00</u>			<u>84,485.44</u>	
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Continued on Page 70

Date: 02/04/2025

New Romney Town Council 2024/25

Page: 70

Time: 10:09

Cashbook 2

User: 6880.T.MORRIS

Unity Trust Current A/c

For Month No: 11

Payments for Month 11			Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
07/02/2025	Three	D/D 1	26.40	26.40		500		Three-Staff Mobiles-CN,PM
17/02/2025	Castle Water Limited	D/D 2	107.73	107.73		500		Castle Water - Allots - Water
17/02/2025	Corporate Card	D/D	509.98			220	509.98	Corporate Card
18/02/2025	Castle Water Ltd	D/D 3	63.36	63.36		500		Castle Water - Grns WC Water
28/02/2025	UTB	FEE	6.00			4305 275	6.00	UTB - Service Charge
Total Payments for Month			713.47	197.49	0.00		515.98	
Balance Carried Fwd			83,771.97					
Cashbook Totals			84,485.44	197.49	0.00		84,287.95	

Receipts for Month 11

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 :		117,210.24					117,210.24	
Correction	Banked: 01/02/2025	-150.00						
Correction	Majic Memories	-150.00			566		-150.00	Majic Memories - Correction
Correction	Banked: 01/02/2025	150.00						
	Sales Recpts Page 360	150.00	150.00		100			Sales Recpts Page 360
	Banked: 05/02/2025	150,000.00						
TFR	Lloyds Bank I/A Online Saver	150,000.00			225		150,000.00	T/F Lloyds OL/IA to Current
500131	Banked: 05/02/2025	23.80						
	Sales Recpts Page 354	23.80	23.80		100			Sales Recpts Page 354
FPI	Banked: 06/02/2025	160.00						
FPI	[REDACTED]	160.00			560		160.00	[REDACTED] Plot 7B
BGC	Banked: 10/02/2025	410.40						
	Sales Recpts Page 355	410.40	410.40		100			Sales Recpts Page 355
FPI	Banked: 10/02/2025	38.00						
FPI	Rotary Club	38.00			4385	275	38.00	Rotary Club - Refund
FPI	Banked: 11/02/2025	22.80						
	Sales Recpts Page 358	22.80	22.80		100			Sales Recpts Page 358
FPI	Banked: 13/02/2025	34.99						
	Sales Recpts Page 356	34.99	34.99		100			Sales Recpts Page 356
	Banked: 26/02/2025	50,000.00						
TFR	Lloyds Bank I/A Online Saver	50,000.00			225		50,000.00	T/F Lloyds OL/IA to Current
FPI	Banked: 26/02/2025	160.00						
FPI	[REDACTED]	160.00			560		160.00	[REDACTED] Plot 10B
FPI	Banked: 26/02/2025	5.75						
	Sales Recpts Page 357	5.75	5.75		100			Sales Recpts Page 357
BGC	Banked: 28/02/2025	30.54						
BGC	NSIB	30.54			1080	275	30.54	NSIB - Interest
FPI	Banked: 28/02/2025	160.00						
FPI	[REDACTED]	160.00			560		160.00	[REDACTED] - Plot 10B
Total Receipts for Month		201,046.28	647.74	0.00			200,398.54	
Cashbook Totals		318,256.52	647.74	0.00			317,608.78	

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Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/02/2025	The Canterbury Auction Galleri	FPO 1	180.00	180.00					Canterbury Auction- Ins Val
05/02/2025	MPR IT Solutions Ltd	FPO 2	7,297.92	7,297.92					MPR-Office 365Licence
07/02/2025	British Gas	FPO 3	489.45	489.45					British Gas-A.R. - Gas
10/02/2025	Kent Structures Ltd	FPO 4	100,000.00	100,000.00					P/Ledger Electronic Payment
10/02/2025	Kent Structures Ltd	FPO 5	100,000.00	100,000.00					P/Ledger Electronic Payment
10/02/2025	Kent Structures Ltd	FPO 6	9,848.28	9,848.28					P/Ledger Electronic Payment
13/02/2025	EcoHeat PH Ltd	FPO 7	110.00	110.00					Ecoheat-Seashells-Gas Safety
13/02/2025	M Coleman Arborocultural Servi	FPO 8	476.40	476.40					M.Coleman-Gms-G Mai
13/02/2025	Rolfes DIY LLP	PO 9	216.90	216.90					Rolfes-S.Tools & Cons
13/02/2025	SALARIES	FPO	9,708.23						
					4000	100		6,255.59	SALARIES - M11
					4005	100		3,232.79	SALARIES - M11
					4020	100		144.02	SALARIES - M11
					4364	275		75.83	SALARIES - M11
13/02/2025	Kent Pension Fund	FPO	3,040.42						
					4000	100		1,811.26	Kent Pension Fund - M'
					4005	100		1,194.06	Kent Pension Fund - M'
					4020	100		35.10	Kent Pension Fund - M'
13/02/2025	H M Revenue & Customs	FPO	1,933.70						
					4000	100		1,133.74	HMRC - M10
					4005	100		799.96	HMRC - M10
19/02/2025	EcoHeat PH Ltd	FPO 10	90.00	90.00					Ecoheat- A.R. - R & M
19/02/2025	Guy Hollaway Architects	FPO 11	2,100.00	2,100.00					Hollaway - MCC - Architect Fee
19/02/2025	Kent County Council	FPO 12	163.21	163.21					KCC-Printers/Copiers
19/02/2025	Mayland Consult Ltd	FPO 13	1,270.00	1,270.00					Mayland - MCC - Prof Fees
19/02/2025	Jesse Penfold Driveways & Land	FPO 14	3,000.00	3,000.00					Penfold-A.R. CP Draina
19/02/2025	Royal Mail Group Ltd	FPO 15	1.00	1.00					Royal Mil - Response Plus
19/02/2025	Sweco UK Ltd	FPO 16	1,800.00	1,800.00					Sweco - MCC - ME Fee
19/02/2025	[REDACTED]	FPO	160.00					160.00	[REDACTED] - Plot 10B
26/02/2025	EDF Energy Customers Ltd	FPO 17	333.60	333.60					EDF-MCC-Metering Charge
26/02/2025	Euroloos Limited	FPO 18	318.82	318.82					Euroloos-Sports Fld- Portaloos
26/02/2025	Higher Elevation Limited	FPO 19	1,680.00	1,680.00					Higher Elevation - Serv Cont
26/02/2025	MPR IT Solutions Ltd	FPO 20	480.62	480.62					MPR-Voip Support
26/02/2025	Smith of Derby Ltd	FPO 21	975.60	975.60					Smith of Derby- Service Cont
26/02/2025	Synergy CPC LLP	FPO 22	5,754.00	5,754.00					Synergy-Maude CC - Q Fees
26/02/2025	Vision ICT Ltd	FPO 23	60.00	60.00					Vision-Website IT Support
26/02/2025	[REDACTED]	FPO	160.00					160.00	[REDACTED] - Plot 10B
28/02/2025	Castle Water	D/D	5.00	5.00					P/Ledger Electronic Payment
28/02/2025	Trooli Ltd	D/D 1	48.00	48.00					Trooli - Broadband
28/02/2025	Veolia ES (UK) plc	D/D 2	91.13	91.13					Veolia-Waste

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Total Payments for Month	251,792.28	236,789.93	0.00	15,002.35
Balance Carried Fwd	66,464.24			
Cashbook Totals	<u>318,256.52</u>	<u>236,789.93</u>	<u>0.00</u>	<u>81,466.59</u>

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Cashbook 4

User: 6880.T.MORRIS

Nat West Business Reserve A/c

For Month No: 11

Receipts for Month 11

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 :	64,885.15					64,885.15	
	Banked: 03/02/2025	550.00						
AUTO TRANS	Nat West Current A/c	550.00			200		550.00	AUTO TRANSFER
	Banked: 05/02/2025	669.00						
AUTO TRANS	Nat West Current A/c	669.00			200		669.00	AUTO TRANSFER
INTEREST	Banked: 28/02/2025	64.58						
INTEREST	National Westminster	64.58			1080	275	64.58	Nat West - Interest
Total Receipts for Month		1,283.58	0.00	0.00			1,283.58	
Cashbook Totals		66,168.73	0.00	0.00			66,168.73	

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Cashbook 4

User: 6880.T.MORRIS

Nat West Business Reserve A/c

For Month No: 11

Payments for Month 11

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>
18/02/2025	Nat West Current A/c	AUTO TRANS	339.95			200		339.95	AUTO TRANSFER
19/02/2025	Nat West Current A/c	AUTO TRANS	56.20			200		56.20	AUTO TRANSFER
21/02/2025	Nat West Current A/c	AUTO TRANS	435.55			200		435.55	AUTO TRANSFER
Total Payments for Month			831.70	0.00	0.00			831.70	
Balance Carried Fwd			65,337.03						
Cashbook Totals			66,168.73	0.00	0.00			66,168.73	

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Cashbook 5

User: 6880.T.MORRIS

Petty Cash

For Month No: 11

Receipts for Month 11

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 :		76.91					76.91	
	Banked:	0.00						
			-0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		76.91	0.00	0.00			76.91	

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Cashbook 5

User: 6880.T.MORRIS

Petty Cash

For Month No: 11

Payments for Month 11

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>
05/02/2025	Post Office	P/C 46	10.40			4370	275	10.40	Post Office - Postage
12/02/2025	Post Office	P/C 47	6.70			4370	275	6.70	Post Office - Postage
24/02/2025	Blakemore	P/C 48	10.00			4320	275	10.00	Blakemore - Mobile Top up - SD
26/02/2025	Blakemore	P/C 49	3.70		0.62	4360	275	3.08	Blakemore - Get Well Cards
Total Payments for Month			30.80	0.00	0.62			30.18	
Balance Carried Fwd			46.11						
Cashbook Totals			76.91	0.00	0.62			76.29	

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Cashbook 6

User: 6880.T.MORRIS

Corporate Card

For Month No: 11

Receipts for Month 11

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: 17/02/2025	509.98						
D/D	Unity Trust Current A/c	509.98			205		509.98	Corporate Card
Total Receipts for Month		509.98	0.00	0.00			509.98	
Balance Carried Fwd		1,014.20						
Cashbook Totals		<u>1,524.18</u>	<u>0.00</u>	<u>0.00</u>			<u>1,524.18</u>	

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Cashbook 6

User: 6880.T.MORRIS

Corporate Card

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			450.36					450.36	
01/02/2025	Amazon	CORP CARD	31.19		5.20	4125	200	13.00	Amazon - Paper Towels
						4125	210	12.99	Amazon - Paper Towels
02/02/2025	Amazon	CORP CARD	12.46		2.07	4140	225	4.57	Amazon - FF Rd Rec Maint Mats
						4375	275	5.82	Amazon - Off Equip/Maint Mats
02/02/2025	Camlab Ltd	CORP CARD	8.48		1.41	4130	275	7.07	Camlab - Eyewash Pod
02/02/2025	Amazon	CORP CARD	4.49		0.75	4375	275	3.74	Amazon - Charger Cabl
03/02/2025	Lloyds Bank	FEE	3.00			4305	275	3.00	Lloyds - Fee - TM
03/02/2025	Amazon	CORP CARD	24.98		4.16	4375	275	20.82	Amazon - Keyboard & Mouse
03/02/2025	Amazon	CORP CARD	17.45		2.91	4375	275	14.54	Amazon - Key Cabinet
03/02/2025	Amazon	CORP CARD	-20.13		-3.36	4375	275	-16.77	Amazon - Key Cabinet
05/02/2025	Amazon	CORP CARD	6.98		1.16	4140	200	5.82	Amazon - T Hall - Signage
05/02/2025	Amazon	CORP CARD	145.00		24.17	4375	275	120.83	Amazon - Pedestal Storage
05/02/2025	JW Plant & Co Ltd	CORP CARD	89.59		14.93	4360	275	74.66	JW Plant - Flags
05/02/2025	Ashington Gowns	CORP CARD	34.99		5.83	4361	280	29.16	Ashington - Cllr Gown
06/02/2025	Amazon	CORP CARD	63.77		10.63	4140	200	53.14	Amazon - T Hall - Signage
18/02/2025	Jacksons Fencing	CORP CARD	432.58		72.10	4360	275	360.48	Jacksons - StMF Fencing
25/02/2025	Amazon	CORP CARD	3.99		0.67	4380	275	3.32	Amazon - A4 Notebook
26/02/2025	PortalplanQuest Ltd	CORP CARD	215.00		11.67	4140	200	203.33	PortalPlan - FHDC - P /
Total Payments for Month			1,073.82	0.00	154.30			919.52	
Cashbook Totals			1,524.18	0.00	154.30			1,369.88	

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Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 11

Receipts for Month 11

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 :		2,037,592.34					2,037,592.34	
INTEREST	Banked: 10/02/2025	2,871.61						
INTEREST	Lloyds Bank	2,871.61			1080	275	2,871.61	Lloyds Bank - Interest
					337		2,871.61	Lloyds Bank - Interest
					6001	275	-2,871.61	Lloyds Bank - Interest
Total Receipts for Month		2,871.61	0.00	0.00			2,871.61	
Cashbook Totals		2,040,463.95	0.00	0.00			2,040,463.95	

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Cashbook 7

User: 6880.T.MORRIS

Lloyds Bank I/A Online Saver

For Month No: 11

Payments for Month 11

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>
05/02/2025	Lloyds Bank Business A/c	TFR	150,000.00			210	150,000.00	T/F Lloyds OL/IA to Current
26/02/2025	Lloyds Bank Business A/c	TFR	50,000.00			210	50,000.00	T/F Lloyds OL/IA to Current
Total Payments for Month			200,000.00	0.00	0.00		200,000.00	
Balance Carried Fwd			1,840,463.95					
Cashbook Totals			2,040,463.95	0.00	0.00		2,040,463.95	

AGENDA ITEM 16

NOTES OF A PRESENTATION TO THE MARSH FORUM

South Kent Energy Park - [REDACTED] of Low Carbon gave answers to questions put to him by the Forum:

- This would be a 40 year contract
- 2 years to obtain planning permission
- Would need a new sub station between the Solar Farm and Sellinge
- Likely to be an underground route for power rather than pylons
- Possibly be on line w.e.f 2030
- Power to be stored (in batteries) in approx Qty 250 Containers on site
- Construction would involve approx Qty 70 lorries attending site per day on the A259 for two years
- As batteries ignite easily, containers would have to be spaced well apart and would need a lot of road access to quell any accidental fire
- He was not aware of Bill going before House of Lords requiring Public Consultation for area 25 miles away in each direction
- The site would have to be located on both sides of the A259 on A1 agricultural land which he thought was merely for sheep grazing.
- He was not aware of Environment Agency long term maps of possible flooding of the Marsh by 204-2060.

There was possibly a lot more detail but due to noise caused by the speaker equipment in the Guildhall it was impossible to hear everything.

The impression was that a lot more research will be needed to be undertaken by this company and more meetings/consultations are due to be scheduled by them.

Cllr Hiscock

REVIEW OF APPENDICES TO STANDING ORDERS AND FINANCIAL REGULATIONS

(i) All Policy Documents appended to Standing Orders have been reviewed and amended as required. As Councillors are aware, the Council's Policy Documents are reviewed annually. For that reason, there are generally only minor amendments required of the Council's Policy Documents; it is very rare that amendments are required for legislative or procedural reasons.

General Policy Document Amendments / Updates as presented to Members are as follows:

- 1) Addendum 1a to Appendix 1 (xvi) Data Audit
- 2) Addendum to Appendix 2 (iv) Schedule of Land and Property Assets
- 3) Addendum to Appendix 6 (vi) Pride of New Romney Awards Scheme
- 4) Appendix 1 (ii)(a) Terms of Reference F&GP Committee
- 5) Appendix 1 (ii)(d) Terms of Reference Personnel Committee
- 6) Appendix 1 (iii)(a) Community Hall Steering Group Terms of Reference
- 7) Appendix 1 (v) Co-option Policy
- 8) Appendix 1 (vi)(a)(b) Councillor and Officer Authorities
- 9) Appendix 1 (vii) Policy on Recording and Publishing Delegated Decisions
- 10) Appendix 2 (ii)(e) Health and Safety Policy
- 11) Appendix 2 (iv) Schedule of Land and Property Assets
- 12) Appendix 2 (viii) Grant Funding Policy
- 13) Appendix 2 (xiii) Corporate Debt Recovery Policy
- 14) Appendix 4 (ii)(b) Information Available Under the Model Publication Scheme
- 15) Appendix 4 (iii)(b) Equality Objectives
- 16) Addendum to Appendix 5(ix) to Flexible Working Policy
- 17) Appendix 5 (v) Equal Pay Policy and Approved Salary Scales
- 18) Appendix 6 (i) Civic Attendance Schedule
- 19) Appendix 6 (iv) Civic Protocol

Action:

- **To formally approve amendments to specified Policy Documents, as presented.**

(ii) Policy Documents expressly specified on the Agenda for this meeting for review are as follows:

- 1) Appendix 2(iii) Schedule of Payments Approved in Advance (Rolling Contracts etc) 2025-26
- 2) Appendix 2(vi) Investment Strategy 2025-26
- 3) Appendix 2 (ii)(a) Risk Management Statement for 2024-25
- 4) Appendix 2(ii)(b) Statement of Intent for 2025-26

Actions:

- **To formally approve the Schedule of Payments Approved in Advance for financial year 2025-26, as presented**
- **To formally approve the Annual Investment Strategy for 2025-26, as presented**
- **To formally approve the Risk Management Statement for 2024-25, as presented**
- **To formally approve the Statement of Intent for 2025-26, as presented**

It is confirmed that all other existing Appendices to Standing Orders require no amendment or update at this time.

(iii) Policy/Procedural Documents to be withdrawn:

- Addendum to Appendix 3(xv) Supplementary Agreement re use of Maude Pavilion and Sports Field
- Appendix 1 (iii)(b) Community Hall & Sports Pavilion Stakeholder Consultation Group Terms of Reference
- Appendix 3(xv) Maude Pavilion and Sports Field 364 Day Agreement
- Appendix 3 (xvi) Community Hall 364 Day Agreement

Actions:

To formally confirm that the afore-mentioned policy documents shall hereby be withdrawn with immediate effect.

NB: It was intended that review of Standing Orders and Financial Regulations be also presented to the Council at this time, however, NALC has just issued the new Model Standing Orders, so further review will be undertaken to ensure there are no additional updates to be approved before presentation to Full Council at the next available Full Council meeting.

1) Addendum 1a to Appendix 1 (xvi) Data Audit

Managing Assembly Rooms Hire / Maude Community Centre Hire	Personal Data	Collected and held	See Retention Policy (Halls, Centres & Recreation Grounds)	GDPR Article 6(1)(a)(b)(c)(e) Consent; Contract; Legal Obligation; Public Task
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2) Addendum to Appendix 2 (iv) Schedule of Land and Property Assets

<p>Community Hall, Station Road, New Romney Maude Community Centre-Car Park (site of former Community Hall, Station Road)</p>	<p>HM Land Registry Title Number: K815301</p> <p>Summary of Recorded Charges:</p> <ol style="list-style-type: none"> 1) (18/08/2000) The land is subject to such restrictive covenants as may have been imposed thereon before 18th August 2000 and are still subsisting and capable of being enforced. 2) (18/08/2000) A Licence under Seal sated 14/09/1948 made between (1) the Mayor Aldermen and Burgesses of the Borough of New Romney relates to the laying of a gas main. 3) (18/08/2000) Estate Contract created by a Deed dated 04/08/1960 made between (1) the Mayor Aldermen and Burgesses of the Borough of New Romney and (2) the Minister of Transport but neither the original Deed nor a certified copy or examined extract were produced on first registration. 4) (18/08/2000) The land is subject to the rights granted by a Deed of Grant dated 27/11/1986 made between (1) the Cinque Port Town of New Romney and (2) British Gas PLC The said Deed also contains restrictive covenants by the Grantor. 5) (18/08/2000) The land is subject to the rights granted by a Deeds of Grant dated 03/11/1997 made between (1) the Cinque Port Town of New Romney (2) the Development Commission and (3) Southern Water Services Ltd. The said Deed also contains restrictive covenants by the Grantor. 6) (18/08/2000) The land is subject to the rights granted by a Deed of Grant dated 08/11/1994 made between (1) the Cinque Port Town of New Romney and (2) Southern Water Services Limited The said Deed also contains restrictive covenants by the Grantor. 7) (14/09/2009) The land is subject to the rights granted by a Deed of Grant sated 11/09/2009 made between (1) the Cinque Port Town of New Romney and (2) Southern Gas Networks PLC. The said Deed also contains restrictive covenants by the Grantor. <p>BT Wayleave – Station Road Community Hall Requirements:</p> <ol style="list-style-type: none"> 1) The Council must not damage BT apparatus or allow anyone else to damage it 2) The Council must not place or build anything on the BT apparatus that would make it more difficult for BT to access its apparatus nor plant any tree or shrub if the roots are likely to interfere with the apparatus except due to planning law <p>Statutory Declaration 1987 re Sports Field and Allotment Land states that there are [as far as the signatory is aware] no restrictive covenants or other incumbrances appertaining to the Sports Field or Allotment Land [on which the Community Hall stands].</p>
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<p>Maude Pavilion, Maude Community Centre (site of former Maude Pavilion), Station Road, New Romney</p>	<p>HM Land Registry Title Number: K815301</p> <p>Summary of Recorded Charges:</p> <ol style="list-style-type: none"> 1) (18/08/2000) The land is subject to such restrictive covenants as may have been imposed thereon before 18th August 2000 and are still subsisting and capable of being enforced. 2) (18/08/2000) A Licence under Seal sated 14/09/1948 made between (1) the Mayor Aldermen and Burgesses of the Borough of New Romney relates to the laying of a gas main. 3) (18/08/2000) Estate Contract created by a Deed dated 04/08/1960 made between (1) the Mayor Aldermen and Burgesses of the Borough of New Romney and (2) the Minister of Transport but neither the original Deed nor a certified copy or examined extract were produced on first registration. 4) (18/08/2000) The land is subject to the rights granted by a Deed of Grant dated 27/11/1986 made between (1) the Cinque Port Town of New Romney and (2) British Gas PLC The said Deed also contains restrictive covenants by the Grantor. 5) (18/08/2000) The land is subject to the rights granted by a Deeds of Grant dated 03/11/1997 made between (1) the Cinque Port Town of New Romney (2) the Development Commission and (3) Southern Water Services Ltd. The said Deed also contains restrictive covenants by the Grantor. 6) (18/08/2000) The land is subject to the rights granted by a Deed of Grant dated 08/11/1994 made between (1) the Cinque Port Town of New Romney and (2) Southern Water Services Limited The said Deed also contains restrictive covenants by the Grantor. 7) (14/09/2009) The land is subject to the rights granted by a Deed of Grant sated 11/09/2009 made between (1) the Cinque Port Town of New Romney and (2) Southern Gas Networks PLC. The said Deed also contains restrictive covenants by the Grantor. <p>Deed Poll Dated 19/04/1926</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1) The Memorial Pavilion shall become and form part of the property of the Corporation of New Romney 2) The Memorial Pavilion shall be preserved and kept as a memorial to Frederick William Maude and John Maude 3) The Corporation will maintain and care for the Pavilion and insure it against fire 4) The Memorial Pavilion is subject to the rules and regulations that may be made from time to time by The Corporation for the use and benefit of the Town's inhabitants in conjunction with the use of the land on which it is built as a sports field <p>Statutory Declaration 1987 re Sports Field and Allotment Land states that there are [as far as the signatory is aware] no restrictive covenants or other incumbrances appertaining to the Sports Field or Allotment Land [on which the Maude Pavilion stands].</p>
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3) Addendum to Appendix 6 (vi) Pride of New Romney Awards Scheme

The winner will receive a certificate signed by the Right Worshipful the Mayor of New Romney. The Award will be presented by the Town Mayor at the Annual Town Meeting (usually in April of each year but subject to change). A nomination form is printed below. Only **ONE** nomination per adult (18 years and over) resident is permitted but all adult members of a family may submit a nomination form. Just download / photocopy the form or visit the Town Hall (Mon to Thurs 9.30am to 12.30 pm) for extra forms.

4) Appendix 1 (ii)(a) Terms of Reference F&GP Committee

19. Manage the use, hiring and maintenance of all public buildings, ~~including maintenance of the exterior only of the Maude Pavilion~~, implementing the Town Council's approved Rolling Maintenance Programme in respect of same.
20. Provide, manage and control sufficient allotment land within the Town of New Romney, having due regard to the provisions of the various Allotments Acts and subject to budgetary limitations.
21. Manage, maintain and improve areas of public open space controlled by the Town Council in such condition as to be of benefit to the Town and for the pleasure and enjoyment of local residents and tourists alike, namely:
 - The Greens, Littlestone, including Hut and Winch Sites
 - Cinque Ports Place (Town Square)
 - Fairfield Road Recreation Ground
 - Princess Diana Memorial Gardens (Flagstaff Land)
 - Land in Church Road known as Coney Banks
 - Sports Field, Station Road
 - ~~Land to rear of Sports Field~~
 - Church Lane Allotment Gardens
 - Garden of Remembrance, Church Approach
22. Manage and maintain gardens or lands surrounding the Town Hall, Town Hall House and the Assembly Rooms, giving due regard to the annual budget.
23. Appoint suitably qualified contractors to carry out regular (at least annual) safety checks on the fabric and structure of all **play and exercise** equipment sited within Town Council controlled land and open spaces and recommend to Full Council adequate budgetary provision to cover such costs.

5) Appendix 1 (ii)(d) Terms of Reference Personnel Committee

- 5 All meetings of the Committee will be held without press or public present when discussions fall under **Standing Orders 22(b)(c) and 36**. All reports, documents and correspondence discussed under **Standing Orders 22(b)(c) and 36** will remain confidential within the Council.
- 10 To review salary scales from time to time **and amend accordingly** in light of nationally agreed changes to salary scales and, if deemed appropriate, to amend salary scales **following formal review by a suitably qualified, third party organisation such as SLCC / KALC / NALC**.

6) Appendix 1 (iii)(a) Community Hall Steering Group Terms of Reference

Maude Community Centre Project

Steering Group

Terms of Reference

1. The **Maude Community Centre** Project Steering Group shall act as an advisory working party, liaising directly with the Town Council's Town Clerk (Proper Officer) and / or Deputy Town Clerk, all appointed Professionals and all relevant Outside Bodies regarding the progress of the Community Hall and Sports Pavilion Project and reporting directly to Full Council on a regular basis.

2. Membership of the **Maude Community Centre Project** Steering Group shall comprise: Councillor Thomas, Councillor Wimble, Councillor Coe, Councillor Davies and Councillor Rev Cn McLachlan - working together with the Town Clerk and Deputy Town Clerk (New Romney Town Council Capital Projects Team). The term of membership of the Steering Group shall be for the duration of the build project, except in such circumstance as any of the aforementioned Councillors no longer wish to stand on this Steering Group or are no longer Members of the Town Council, in which case a replacement Steering Group Member shall be appointed by Full Council.
3. The **Maude Community Centre** Steering Group shall liaise regularly with the Proper Officer, who shall, by resolution of the Council, have specific delegated authority to make all day to day operational decisions and undertake all actions required to progress the provision of **a new Community Hall and Sports Pavilion for New Romney** the new **Maude Community Centre** , having first consulted with at least two of the five named Councillor Members of the Steering Group in order that a considered decision is always made.

7) Appendix 1 (v) Co-option Policy

Disqualification

A candidate is disqualified from becoming a Town Councillor if he / she:

- **is employed by /** holds a paid office under the local authority
- is bankrupt
- has been sentenced to a term of imprisonment (whether suspend or note) of not less than three months without the option of a fine, during the five years preceding election
- is disqualified under any enactment relating to corrupt or illegal practices.
- **Is subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003 and the ordinary period allowing for making an appeal has passed, or has been convicted (post 28 June 2022) of any sexual offence or is subject of any sexual harm / sexual offences prevention order or sexual risk / risk of sexual harm order as outlined in The Local Government (Disqualification) Act 2022***
- **Has been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office (for polls on or after 02 May 2024)**

**The Local Government (Disqualification) Act 2022 is not retrospective; this means that its disqualification will not apply to a person subject to a relevant order or notification requirement before 28 June 2022*

Addendum 2 to Appendix 1(v)
NEW ROMNEY TOWN COUNCIL
COUNCILLOR CO-OPTION APPLICATION FORM

CONTACT DETAILS (Block Capitals please)

NAME:	
ADDRESS:	
POSTCODE:	
EMAIL ADDRESS:	
HOME TEL. NO:	
MOBILE TEL. NO:	

About You

Are you qualified in accordance with Section 80 of the Local Government Act 1972 to be co-opted onto New Romney Town Council (See NRTC Co-option Policy)?

YES / NO

Are you aware of any reason why you would be disqualified from becoming a Councillor in accordance with Section 80 of the Local Government Act 1972 (See NRTC Co-option Policy)?

YES / NO

Any other information

Is there any other information you would like to disclose regarding your application?
(optional)

Are you prepared to undertake training relevant to the role?

Yes / No

Use of Personal Information

The Town Council will use your information, including that which you provide on this application form, to assess your suitability to be a town councillor and, if co-opted onto the Council, for any business of the Council relevant to your role as a Councillor.

Declaration & Consent

I have read the section entitled “Use of Personal Information” and by signing this form I consent to the use and disclosure of my information included in this application form.

I declare the information given on this form to be true and correct.

SIGNED.....

NAME.....

DATE.....

8) Appendix 1 (vi)(a)(b) Councillor and Officer Authorities

TOWN CLERK or DEPUTY TOWN CLERK in consultation with Chairman of the Maude Community Centre Project Steering Group	Authorised 07.02.24	To make all day to day decisions required to maintain the progress of the Maude Community Centre project in consultation with the Chairman of the Council and/or the Chairman of the Project Steering Group. Whereby any such afore-mentioned decision involves additional project costs, those additional costs must not exceed allocated contingency (in the amount of £156,600.00) by more than £30,000.00 – that being the sum set aside as additional project contingency funds, should they be required.	
RFO in consultation with the Town Clerk	Authorised 07.02.24	To settle all relevant invoices and/or applications for payment relating to the Maude Community Centre Project, on receipt, having first been reviewed and certified by Synergy Construction and Property Consultants and/or the RFO having first ascertained that all is in order.	

9) Appendix 1 (vii) Policy on Recording and Publishing Delegated Decisions

A written record of any decision that has been delegated to the Clerk / Proper Officer under -

- a) a specific, express authorisation or
- b) under a general authorisation, where the effect of the decision is to:
 - grant a permission or licence;
 - affect the rights of an individual; or
 - award a contract or incur expenditure which, in either case, materially affects the Town Council’s financial position.

The award of any contract or incurring of any expenditure in excess of ~~£1,000.00~~ £2,000.00 shall be deemed to materially affect the Town Council’s financial position for the purpose of the recording of delegated decisions.

10) Appendix 2 (ii)(e) Health and Safety Policy

The Councillors are also members of several Standing Committees, dealing with separate Council business. Each Standing Committee has specified Terms of Reference, within which they are delegated the authority to make decisions at regular intervals on behalf of the Council and whereby the Committee is required to do so, to, instead, report back to Full Council for ratification of recommendations. These Standing Committees are :

Planning Committee

Finance and General Purposes Committee

Personnel Committee

Health and Wellbeing Committee

The Council may at any time appoint any other such Committees and/or Sub-Committees/Working Groups that it may so choose.

Lone Working

In respect of Caretaking Staff, lone working is a key element of the role. For that reason, a mobile phone is provided for the added security of those staff.

In respect of Administrative Staff, when it is necessary to undertake lone working at the Town Hall during normal office hours, front and rear doors will be bolted to avoid unexpected entry by persons other than Town Council Staff. Administrative Staff are also provided with mobile phones for added security, **if required**.

Duties as Landlord to Any Tenants of Town Hall House, ~~Maude Pavilion and Community Hall and Maude Community Centre~~

As a provider of residential accommodation in the form of Town Hall House, **and as Landlord in respect of Maude Community Centre commercial tenancies**, the Town Council will be aware of its responsibilities under the approved Code of Practice with regard to Legionnaires' Disease, and of its responsibilities with regard to Landlord's Gas Safety Records, regular servicing and maintenance of fire extinguishers (~~Town Hall House only*~~) and any other requirements that become known to the Council.

~~* Under the Terms and Conditions of the 364 day tenancy agreements in respect of Community Hall and Maude Pavilion, responsibility for fire safety and fire safety equipment has been formally transferred to the respective tenants.~~

11) Appendix 2 (iv) Schedule of Land and Property Assets

Maude Community Centre and Annex with adjacent car park	K815301	TBC
Community Hall, Station Road, New Romney	K815301	Proxy Value (Insurance 2014-15) £205,323.00
Maude Pavilion, Station Road, New Romney	K815301	Proxy Value (Insurance 2014-15) £210,596.00

12) Appendix 2 (viii) Grant Funding Policy

1. Applications received will normally be considered at the next meeting of the Finance and General Purposes Committee ~~and ratified at the ensuing Full Council meeting.~~ Thereafter, applicants will normally be advised of decisions on grant awards within three weeks of the meeting at which decisions were ratified.

13) Appendix 2 (xiii) Corporate Debt Recovery Policy

Debt Recovery

Whereby rent payment is overdue in respect of a corporate tenancy (eg allotment rent; hut & winch site rent; sports pavilion rent etc), the terms of the tenancy agreement will be first enforced before then applying the terms of the Corporate Debt Recovery Policy, if relevant and appropriate to do so.

Whereby site clearance charges are applied which exceed any clearance deposit paid (Allotment Garden tenancies / Hut & Winch Site tenancies), or in respect of use of premises/sites where no clearance deposit has been paid, this will be charged at a nominal rate of £xxx per hour [to be reviewed annually via the Town Council's budget-setting process] in respect of in-house clearance service. ~~If it is necessary to hire equipment (eg skip hire) to support in-house clearance due to the nature / quantity of clearance required, the supplier's invoice shall be re-charged to the tenant in addition to the nominal hourly clearance rate, as detailed above.~~ If it is necessary to contract out any site clearance due to the nature / quantity of clearance required, the contractor's invoice shall be the basis of any re-charge to Town Council customer(s).

14) Appendix 4 (ii)(b) Information Available Under the Model Publication Scheme

Markets Details of location(s) and operational dates	Hard Copy	10p
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15) Appendix 4 (iii)(b) Equality Objectives

The Town Council has developed four Equality Objectives, as detailed below:

- 1) To promote access to sport and exercise facilities for all age groups by working towards the provision of appropriate equipment.
- 2) To promote fair and transparent access to services.
- ~~3) To ensure that the design of the proposed Community Hall / Sports Pavilion (Maude Community Centre) meets all equality standards. ACHIEVED~~
- 4) To work towards the installation of hearing loops or equivalent technology at the Town Council's Assembly Rooms and the Town Hall Council Chamber.

16) Addendum to Appendix 5(ix) to Flexible Working Policy

ROUTINE FLEXIBLE WORKING PRACTICES

Clerical Staff basic working hours have been specifically aligned to provide a minimum required staff cover during 'Core Working Hours'.

Core Working Hours are defined as those hours when the Town Hall is open to the public: Currently Monday, Tuesday, Wednesday and Thursday 9.00am to 12.00 noon.

Basic Working Hours:

Town Clerk:

Monday, Tuesday Wednesday 8.30am - 4.30pm (inclusive of 1/2hr unpaid break)

Deputy Town Clerk/RFO:

Tuesday, Wednesday, Thursday, 8.30am – 3.30pm (inclusive of 1/2hr unpaid break)

Planning Clerk:

Tuesday, Wednesday 9.00am – 2.00pm; Thursday 9.00am – 1.00pm

Facilities and PR Clerk:

Monday, Tuesday, Wednesday 8.30am – 3.10pm (plus ½ hour unpaid break)

Finance Clerk:

Monday, Tuesday, Wednesday 8.30am – 1.30pm;

Mayor's Secretary:

Monday, Thursday 9.00am – 12.00 noon

17) Appendix 5 (v) Equal Pay Policy and Approved Salary Scales

In addition to annual internal review of salaries, and in accordance with resolution 376/2024-25(ii), an independent review of New Romney Town Council Salary Scales shall be commissioned to be undertaken by the SLCC/LCC or other suitably qualified professional service provider every five years or as a response to any significant staff changes.

APPROVED SALARY SCALES

(based on National Pay Scales effective from 1st April 2025)

Town Clerk:

Unqualified: ~~SP20-SP25~~

GiLCA Qualified: ~~SP25-SP30~~

SP42-SP45

Responsible Financial Officer & Deputy Town Clerk:

~~SP18-SP23~~

SP29-SP32

Finance Clerk:

~~SP07-SP12~~

SP22-SP25

Facilities & Communications Clerk

~~SP07-SP12~~

SP22-SP25

Planning Clerk:

~~SP03-SP08~~

SP18-SP21

Clerical Assistant/Mayor's Secretary:

~~SP03-SP08~~

SP13-SP16

Parish Caretaker:

~~SP07-SP12~~

SP13-SP16

Assistant Caretaker:

~~SP03-SP08~~

SP09-SP12

18) Appendix 6 (i) Civic Attendance Schedule

Civic Attendance Fee 2025-26: **£17.00** per hour

Mileage Allowance (from Town Hall) 2022-23: 45p per mile

19) Appendix 6 (iv) Civic Protocol

ANNEX B – CIVIC INVITEES

All invitations to include partners and to encourage an alternative representative of the body to attend as necessary. The Mayor is entitled to extend invitations to a reasonable number of additional organisations, personal friends and family to New Romney Town Council Civic Events.

The Mayor’s Secretary, via the Town Clerk, shall update the Civic Invitee database every May.

Mayors and Councillors

The Worshipful Mayor of Deal	The Worshipful Mayor of Margate
The Right Worshipful Mayor of Dover	The Worshipful Mayor of Ramsgate
The Worshipful Mayor of Faversham	The Right Worshipful Mayor of Rye
The Worshipful Mayor of Folkestone	The Right Worshipful Mayor of Sandwich
The Right Worshipful Mayor of Hastings	The Worshipful Mayor of Tenterden
The Right Worshipful Mayor of Hythe	The Worshipful Mayor of Winchelsea
The Worshipful Mayor of Lydd	
Former Mayors of New Romney	Chairman St Mary i/t Marsh Parish Council
Mayor of Ardres	Chairman Dymchurch Parish Council
New Romney Town Councillors	Chairman, Kent County Council
MP for Folkestone Hythe & Romney Marsh	Lord Warden of the Cinque Ports
KCC Councillor	Folkestone & Hythe District Councillors
Mayor’s Chaplain	Chairman, Folkestone & Hythe District Council
Lord Lieutenant of Kent	High Sheriff of Kent

Two Representatives from Organisations (with exception of Annual Statutory Meeting)

British Legion	RH&DR
Burma Star Association	Children’s Centre
RNLI	Community Church
New Romney Fire Service - KFRS	Methodist Church
Sea Cadets	New Romney Bowls Club
Air Cadets / Combined Cadet Force	Littlestone Golf Club
Brownies , Cubs and Scouts	Police Service
St Nicholas Church	Sainsbury’s
New Romney Library	Romney Marsh Community Hub
New Romney Old School Trust	Varne Boat Club
Romney Marsh Rotary Club	New Romney WI

Schools etc (with exception of Annual Statutory Meeting)

Marsh Academy	Abacus Nursery
St Nicholas School	Baby Seashells Nursery



Appendix 2(iii)

NEW ROMNEY TOWN COUNCIL

SCHEDULE OF PAYMENTS APPROVED IN ADVANCE IN RESPECT OF ANNUAL / ROLLING CONTRACTS AND STATUTORY DUTIES / OBLIGATIONS FOR FINANCIAL YEAR 2025-26

Window Cleaning Services: TBC

Grounds Maintenance (Spraying) – Allotments: M Coleman Arboricultural Services

Grounds Maintenance – Church Lane Ditch Management: M Coleman Arboricultural Services

Grounds Maintenance –The Greens: M Coleman Arboricultural Services

Grounds Maintenance – Fairfield Road Recreation Ground: M Coleman Arboricultural Services

Grounds Maintenance – Flagstaff Land: M Coleman Arboricultural Services

Annual Internal Audit: ~~David Buckett~~–Lionel Robbins

Annual External Audit: Mazars LLP

IT Support and Remote Management : MPR IT Solutions

Utilities (inc Gas, Water, Drainage, Electricity, Telephone/Broadband, Alarm system, Waste Removal): British Gas, RMIDB, Affinity Water, Castle Water Ltd, EDF, Trooli, Chubb Fire & Security, Veolia, Business Stream

Salaries: (inc NI / PAYE / Student Loan / Superannuation / Mileage Allowance / Expenses – as applicable)

Membership Subscriptions: KALC, SLCC, South Eastern Employers, Kent County Playing Fields, Confederation of Cinque Ports, CPRE (Protect Kent), GeoXphere, Guild of Macebearers, Information Commissioners, Action with Communities in Rural Kent, Romney Marsh Forum, *Vision ICT Ltd / HCI Data – Website / Email / Domain name hosting*, Royal Mail Ltd – Response Plus Licence; Zoom - Remote Meeting Platform; Satswana – Data Protection Officer

Photocopier / Printer Leasing: Ricoh / KCS Professional Services (Kent County Supplies / Kent County Council)

PAT Testing Services: MarshPAT

Fire Safety Equipment Testing Services: Branch Fire & Safety LLP

~~Annual Boiler Service and Header Tank Inspection — Town Hall: Rolfe's Heating~~

Town Council Insurance: Zurich Municipal

~~Annual Chairlift Platform Lift Inspection / Service Contract: NLC Novalift Co. Ltd
Higher Elevation Ltd~~

General Maintenance Supplies and Tooling: W & E Rolfe & Son / BILT Builders' Merchants / Amazon Business (Amazon Marketplace)

Annual RoSPA Inspections: Playsafety Ltd

Annual Furniture Removals (Mayor-Making): Bournes Home Moves

Cleaning & Hygiene Supplies: Amazon Business (Amazon Marketplace) / W & E Rolfe & Son

Non-Domestic Rates: Folkestone & Hythe District Council

Public Performance Licence: PPL/PRS

Town Clock Service Contract: Smith's of Derby

Stationery: Amazon / KCS

Conference and Training Fees: KALC / SLCC

Appointed Project Management and Costing Consultant Team: Synergy Construction and Property Consultants LLP; ~~SWECO UK Ltd: Mayland Consult~~

Appointed Architect Guy Hollaway Architects

Outsourcing of Payroll: Stephen Hill Mid-Kent (SH Bureau Ltd)

Staff Pension Scheme: Local Government Pension Scheme (Kent Pension Fund)

Boiler Service Contracts and Gas Safety Inspections – All Town Council Properties: Ecoheat PH, *Aquaheat Ashford, Rolfe's Heating*

Fire Alarm System and Emergency Lighting Inspections – Assembly Rooms: Ashe Alarms Ltd

CCTV Monitoring and Maintenance: ~~Red Alert Ltd~~ *Spy Alarms Ltd*

Accounting Software, Asset Management and Bookings Software and Support Package: Rialtas Business Solutions Ltd

~~VAT advice & Support Package: Elysian Associates~~



Appendix 2(vi)

NEW ROMNEY TOWN COUNCIL

ANNUAL INVESTMENT STRATEGY 2025-26



Introduction:

New Romney Town Council acknowledges the importance of prudently investing all funds held on behalf of the community by the Council.

The Town Council Investment Strategy complies (as appropriate) with the revised requirements set out in the Guidance on Local Government investments issued by the Department of Communities and Local Government (3rd Edition) effective 1st April 2018.

Investments under £10,000 are not subject to the Guidance but for investments between £10,000 and £100,000 the Council is required to make a formal decision on the extent to which it would be reasonable to adopt the Guidance either in part or in full. When making investments over £100,000, the Council is required to adopt the Guidance in full and to put an investment strategy into place.

Strategy:

The Town Council has adopted the Secretary of State's Guidance in full.

In accordance with Section 15(1) of the Local Government Act 2003, the Council will, therefore, have regard (a) to such Guidance as the Secretary of State may issue and (b) to such other Guidance as the Secretary of State may by regulations specify.

Investments are defined as all the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit.

The Council's investment policy is prudent and its priorities are the security of reserves (protecting the capital sum invested from loss) and liquidity of its investments (ensuring the sums invested are available for expenditure when needed).

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in this activity.

The Council holds investments to support effective management of Council funds and will only invest in institutions with high credit quality. The RFO (Responsible Financial Officer) will monitor the risk of loss on investments by periodically reviewing credit ratings. Any significant reduction in credit rating will be reported to the Town Council and, if necessary, the Proper Officer, in consultation with the Responsible Financial Officer, is delegated the authority to take appropriate action to protect Town Council assets.

Reference will be made in the assessment of credit worthiness to the general economic and political environment in which institutions operate. All significant sources of information will be scrutinized, including information from the credit rating agencies: Fitch Ratings Ltd and Moody's Investors Service Ltd. The Council

should aim for “A” ratings. Investments will be spread over different providers where appropriate to minimise risk.

If an external investment manager is used, he / she will be contractually required to comply with the Strategy.

The Council is committed to ensuring that those Statutory Officers and Elected Members who are involved in financial decision making processes have appropriate capacity, skills and information to enable them to take informed decisions as to whether to enter into a specific investment, to assess individual assessments in the context of the strategic objectives and risk profile of the Council and to enable them to understand how financial decisions can change the overall risk exposure of the Council. This will be achieved by

- Appropriate training of Officers and Members;
- Use of appropriate expert external advisors;
- Reporting to Council in an open, clear, understandable and transparent manner

The Council’s Proper Officer, Responsible Financial Officer and Finance Clerk will attend the KALC annual finance conference in order to remain up to date with financial regulations and requirements.

Financial Investments comprise Specified Investments, Loans and Non-Specified Investments.

Specified Investments:

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than 12 months and not defined as capital expenditure under relevant regulations. Such short-term investments made with a body or investment scheme of high quality (including the UK Government or a local authority or town/parish council) will automatically be Specified Investments.

The Council will only make specified investments, investing in institutions with a high credit rating and will aim for a minimum ‘A’ rating from approved credit rating organisations. It will also aim to spread its financial assets amongst a range of appropriate institutions.

For the prudent management of its funds, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with banks, building societies, UK Government or local authorities

Loans

The Council may choose to make loans to appropriate organisations as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity. In such case, the Full Town Council shall consider and authorise every loan that is awarded on a case-by-case basis demonstrating in each situation:

- Total financial exposure to these types of loans is proportionate;
- Use of an “expected credit loss” model for loans and receivables as set out in International Reporting Standard 9 Financial Instruments as adopted by proper practices to measure the credit risk of the loan portfolio;
- Appropriate credit control arrangements to recover overdue repayments are in place;
- That the Council has formally agreed the total level of loans by type that it is willing to make and the total loan book is within the self-assessed limit.

New Romney Town Council does not award any loans to other organisations and does not intend to do so.

Non-Specified Investments:

These investments do not meet the criteria to be classified as specified investments. Non-specified investments have greater potential risk – examples include investment in the money market, stocks and shares – and professional investment advice may be required.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

Liquidity Investments:

The Responsible Financial Officer / Proper Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date on which the commitment to invest is entered into rather than the date on which funds are paid over to the counterparty.

Long Term Investments:

All investments by local councils, other than in interest bearing bank and building society accounts, must be identified as long-term investment and treated as capital expenditure. Investments in longer term funds (in excess of 12 months) are by definition long term investments and, thus, deemed to be capital expenditure. Any investment in longer term funds should not exceed the surplus of cash balances above the Town's annual budgeted expenditure reduced by the annual precept.

The Council does not currently hold any long term investments and no long term investments are currently envisaged.

Non-Financial Investments:

Non-Financial Assets are physical assets that a local council holds primarily or partially to generate a profit. Normally, the local council will have a physical asset that can be realised to recoup the capital invested in it. In such cases, the local council should periodically review whether the asset retains sufficient value to provide security of investment. Whereby such value is no longer sufficient to provide security against financial loss, the council must consider and publish details of mitigating actions that are being taken to protect invested capital.

Investments in non-financial assets are not considered able to meet the two underlying key principles of the Investment strategy - security and liquidity. The Council does not, therefore, currently hold any non-financial investments and no non-financial investments are currently envisaged.

Investment Report:

Investment forecasts for the forthcoming financial year are accounted for when the annual budget is prepared. Investments will be reviewed at least annually and a report from the Responsible Financial Officer will be presented to the Finance and General Purposes Committee.

Review and Amendment of Regulations:

The Council's Investment Strategy will be renewed annually, taking account of any changes to the relevant regulations - and at other times as necessary. The Annual Strategy for the financial year will be prepared by the Proper Officer, in consultation with the RFO and presented to the Full Council.

Publication:

The Investment Strategy will be published and available in hard copy and on the Town Council's website.

2025-26 Investment Plan

Funds not required for immediate use will be invested in the NatWest Business Reserve Account, Unity Trust Bank Account, Lloyds Bank and National Savings Income Bonds interest bearing accounts. Interest rates vary from day to day but are competitive with other providers and this spread assists in achieving a greater level of security in accordance with the Financial Services Compensation Scheme. The RFO is authorised to make routine transfers between accounts to facilitate the day to day running of the Council.

Any remaining proceeds of Church Lane (Phase 1) asset sale will remain invested in the Town Council's existing National Savings Income Bond in order to yield a higher interest rate until such time as those funds are required for the Maude Community Centre Project, which will be completed in the summer of 2025.

Remaining proceeds of Church Lane (Phase 2) asset sale are held in the Lloyds Bank account, which can be most easily accessed via internet banking, as regular instant access is required for contractual payments pertaining to the Maude Community Centre Project.

The Council shall, during 2025-26, consider making investments in the Public Sector Deposit Fund scheme through CCLA, which offers a good rate of interest currently and has a good rating in respect of credit worthiness.

The Town Council and senior officers will review the position on a regular basis as set out above and take action as appropriate to deal with any change in circumstances.

The Town Council and senior officers (Town Clerk / RFO and Deputy Town Clerk) will review the situation on a regular basis as set out above and take action as appropriate to deal with any changes in circumstances.

Given the limited availability / accessibility of High Street banking facilities and the current low level of interest rates, it is not anticipated that the use of private sector financial management advisers would benefit the Council.

Officers responsible for dealing with Financial Management will attend conferences / training as offered by KALC and other appropriate bodies. Finance training will also be available for elected Members.

The Town Council drew down a Public Works Loan Board (PWLB) loan in the amount of £1 million in January 2024, for the delivery of the Maude Community Centre Project. This is a fixed-interest loan with capital and interest repayable over a term of 40 years. Total repayable, including interest, over the 40 year term is: £2,395,795.60

Financial provision is made within the annual budget-setting process for two equal six-monthly loan repayments of £29,947.45, which comprises two elements: capital repayment and interest repayment.

The remaining capital debt at the end of 2025-26 will be: £983,853.93.

The Town Council has no other debt (with the exception of normal trade creditors).



Appendix 2(ii)(a)



New Romney Town Council

RISK MANAGEMENT STATEMENT 2024/25

1. Physical Assets			
Risk	Control	Status	Action
1(a) Loss or significant damage to assets	1(a) (i) Register of assets	In place Work still to be done	An asset register was compiled during the re-insurance quotation exercise in November-December 2012. Latest re-Valuations of buildings, antiques and historic artefacts and research into historic costs of other assets were undertaken in February/March 2025 is in hand . (Where historic costs are not available, equivalent replacement value will be is-stated.) Photographic library of assets to be added to the register is also in hand and progressing slowly.
	1(a) (ii) Buildings and street furniture insured and values adjusted in line with regular valuations	In place	Insurance valuations carried out Nov/Dec 2015. Re-valuation planned three-yearly, in line with insurance renewal. Next valuation due 2018 . 2028
	1(a) (iii) Items on insurance to be checked against asset register	Done	An annual 'asset walk' takes place at which time, items specified on the asset register are confirmed and checked against insurance schedule.

1(b) Damage / decay of assets due to lack of maintenance / attention	1(b) (i) Regular maintenance arrangements for physical assets, including security and fire safety	In place	Parish Caretaker and Assistant Caretaker report maintenance issues to Clerk. Where appropriate, Clerk reports to F&GP Committee. Fire safety equipment, boilers, portable electrical equipment, roof and rainwater goods and security alarm inspected and tested annually by appropriate qualified persons. Annual inspection of leased properties undertaken in respect of boilers, roof and rainwater goods and mains electricity. Tenant responsible for all other safety checks. Weekly fire safety, water safety and Health / Safety Checks carried out by Parish Caretaker Written Inspection Records developed.
		In place	
	1(b) (ii) Annual safety inspection of properties and play areas	In place	Inspection of play areas carried out annually by RoSPA accredited inspector. Inspection of Town Hall House carried out by letting agent.
		In place	Visual inspection of Maude Pavilion / Community Hall carried out routinely by Parish Caretaker and any issues reported.
	1(b) (iii) Periodic visual checks of properties and play areas	In place	Caretakers check Assembly Rooms on an on-going basis and report issues to Clerk. Weekly visual inspections of play areas carried out by Parish Caretaker. Parish Caretaker undertakes weekly health and safety checks / visual inspection of Town Hall and routine walkovers re open spaces. Written records now maintained.
2. Financial			
Risk	Control	Status	Action
2(a) Inadequate financial controls and / or records Loss through clerical error	2(a) (i) Standing Orders and Financial Regulations in place with annual review	In place In place	Standing Orders and Financial Regulations reviewed and updated as necessary on an

			annual basis and at any such time as amendment is deemed necessary.
	2(a) (ii) Monthly bank reconciliations checked against cash book and statements and signed by one of two authorised Councillors not authorised to sign cheques	In place	Councillor Meredith and Councillor Davies Appointments to be reviewed for 2025-26.
	2(a) (iii) Finance Clerk to check minute reference against annual precept demand prior to submission	In place	Finance Clerk RFO initials precept demand and covering letter to confirm checks
2(b) Loss through fraud, corruption or collusion	2(b) (i) Approval of expenditure and system for payments / receipts: - Council approval required prior to incurring / committing expenditure (Minuted resolutions) - Transactions completed between Council meetings, including routine payments / commitments made under delegated authority of the Clerk, retrospectively approved at the next meeting of Full Council - Non-routine payments / commitments made between meetings in consultation with Chairman (eg. in emergency) retrospectively approved at the next meeting of Full Council - Monies received paid into bank promptly and receipts issued if necessary - Cheques signed by two Councillors from a list of five authorised Councillors and cheque stubs initialled	In place	Financial regulations reviewed and updated as necessary on an annual basis and at any such time as amendment is deemed necessary. Councillors Miss Hiscock, Coe, Councillors Thomas and Rivers added March 2020 New appointments or re-confirmation required in 2025
	2(b) (ii) Random check of order / payment process undertaken at same time as monthly check of bank reconciliation by same Councillor authorised to check bank reconciliation	In place	Councillor Meredith and / or Councillor Davies Appointments to be reviewed for 2025-26.

	2(b) (iii) Annual Review of effectiveness of internal audit and system of internal control	In place	Professional internal auditor appointed. Interim internal audit undertaken February 2025 and full review due to be carried out in May/June 2025.
2(c) Non-compliance with legislation on employer / employee liability	Insurance in place covers all staff and Council Members. (Fidelity Guarantee in the amount of £1,000,000)	In place	Three-year long-term insurance agreement with Zurich Municipal renewed with effect from April 2022. Renewal Due 2025 and quotations received..
2(d) Non-compliance with Department for Revenue and Customs	Regular returns to Inland Revenue by Payroll Bureau in consultation with RFO	In place	Real-time information (RTI) processed monthly online.
2(e) Non-compliance with Revenue and Customs regulations	Regular VAT returns made by the Finance Clerk in consultation with the RFO periodically throughout the course of the financial year	In place	Monthly VAT returns submitted via MTD (Making Tax Digital).
2(f) Inadequate budgetary control / significant under or over-spend	2(f)(i) Regular budget monitoring: Expenditure / income monitored against budget by Committees at least quarterly and ratified by Full Council 2(f)(ii) Annual review of pension scheme	In place	Financial Reports regularly submitted to Committees for approval (ratified by Full Council)
		In place	Pension scheme reviewed annually commencing Autumn 2018
2(g) Reserves falling below an acceptable level	Regular reserve fund movement reports	In place	Reserve Fund Movement Reports submitted regularly to F&GP for approval (ratified by Full Council) commenced May 2013
2(h) Non-compliance with borrowing regulations	Financial Regulations 51(d) in place	Not applicable	Currently no loans – Consent to borrow acquired in accordance with regulations with draw-down required to be completed by March 2024. £1 million loan drawn down January 2024.
2(i) Inappropriate use of funds granted to the community	Procedures for dealing with and monitoring of grants made by the Council: - Formal application form to be submitted	In place	Formal grant awarding policy in place, adopted by Council in 2012, together with policy guidance and application form. Monitoring form drafted and in use.

	- Supporting accounts / financial details to accompany application where appropriate - Monitoring form to be completed and returned to Town Council following completion of project / event / purchase		
2(j) Inadequate control and / or poor performance / standards under grants / partnership agreements	2(j) (i) Monitoring of partnership standards and / or performance	Not applicable	Currently no partnership agreements in place.
	2(j) (ii) Recording in minutes of powers under which grants are made	In place	
2(k) Damage / injury to third party property or individuals	2(k) (i) Public Liability insurance is in place Children's play areas visually inspected on a weekly basis and annual RoSPA inspection carried out	In place	Insurance cover reviewed and renewed April 2022. Renewal due April 2025 and quotations received. Inspections evidenced.
	2(k) (ii) Annual review of land maintenance contracts	In place	Contracts reviewed and renewed annually and/or three-yearly through quotation process.
	2(k) (iii) Verification of insurance cover of service suppliers when contract let	In place	Contracts let on basis of receipt of evidence of public liability insurance
2(l) Non-compliance with 'Employer Liability' requirements	Compliance with Disability and Discrimination Act	In place	The Council has undertaken all that can reasonably be done in regards to the Act: Stair lift installed in Town Hall due to nature of building and replacement completed in 2023. currently in hand to further improve accessibility. Assembly Rooms assessed as being inappropriate for adaptation due to age and nature of building Review took place in 2019 and working party established to consider recommendations to Council. Working Party recommendations have been submitted to Full Council during 2021-22 and 2022-23 and resulting actions are on-going. Have been implemented.
3. Compliance with Legal requirements			
Risk	Control	Status	Action

3(a) Town Council business or activity not within appropriate legal powers	3(a) (i) Activities checked by Clerk when setting meeting agenda	All in place	The Town Council has re-established its eligibility to hold the 'General Power of Competence' (May 2023). It will be necessary to re-declare GPC in May 2027. Community Hall and Sports Pavilion Maude Community Centre project progressing under this Power as already commenced in accordance with GPC and is nearing completion.
	3(a) (ii) Clerk to clarify legal position for any new proposal / activity		
	3(a) (iii) Clerk to seek legal advice if necessary		
	3(a) (iv) Section 137 payments listed separately in cash book and recorded in minutes		
3(b) Non-compliance with relevant legislation	Statement of Commitment to Legislation reviewed regularly and updated as appropriate	In place	Statement of Commitment reviewed annually. Last reviewed 2024.
3(c) Non-compliance with procedures when electors wish to exercise their rights of inspection	<p>Documented procedures:</p> <ul style="list-style-type: none"> - Publication Scheme available online -Minutes published online -Agendas displayed in parish notice-boards and published online -Audit notices and audited accounts displayed at Town Hall in line with Audit regulations -Completed Annual return published online 	All in place	<p>Publication scheme posted on Town Council website.</p> <p>Minutes and agendas posted on Town Council website. Agendas also displayed one week prior to meetings in two parish notice boards and in the Town Hall notice board.</p> <p>Details (Date/ Time/ Location / Committee) of forthcoming meetings routinely published on social media.</p> <p>Current Audit notices displayed in Town Hall window in compliance with Accounts and Audit Regulations. Annual Return for 2023/2024 published on Town Council website.</p>
3(d) Inadequate reporting of Council business	3(d) (i) Timely preparation, distribution and display of agendas for all meetings	In place	<p>Agenda emailed* to all Councillors and displayed in notice boards and online seven days prior to a meeting.</p> <p>*except in special circumstances whereby an agenda may be occasionally posted</p>

			Details (Date/ Time/ Location / Committee) of forthcoming meetings routinely published on social media.
	3(d) (ii) Minute items correctly numbered. Minutes agreed, by resolution, at the next meeting. Agreed minutes signed by Chairman.	In place	Consecutive numbering of all Full Council and Committee minutes commenced May 2013.
	3(d) (iii) Approved, signed minutes filed.	In place	
3(e) Inadequate documentation: - loss, damage, incomplete - no evidence to support decisions - no evidence of adequate stewardship or performance of Council	3(e) (i) Safe storage of legal Council business: - Minutes filed at Town Hall / Bound Minute Books stored at Town Hall - Deeds and legal documents securely kept - Current computer files backed up regularly	In place	All current records filed in locked filing room at Town Hall. Old records periodically archived in Council storage space. Deeds and legal documents stored in locked, fire-proof strongroom. Regular back-up of Town Council electronic files to the cloud.
	3(e) (ii) Documented evidence pertaining to: consultations / responses; public enquiries; complaints from public; routine Council business	In place	All relevant documentation filed appropriately at Town Hall
3(f) Councillors allowances not made in compliance with legislation	Register of allowances paid	Not applicable	New Romney Town Council Members do not claim an allowance.
3(g) Town Clerk unavailable	Appointment of Deputy Town Clerk	In place	Deputy Town Clerk to stand in: - Annual Leave - Sickness / Ill health / Medical appointments - Absence for training / meetings / other work-related absence - Permanent absence whilst position advertised
Councillor Property			
Risk	Control	Status	Action

4(a) Bribery / conflict of interests / inducements or favours from Council	4(a) (i) Procedures in place for monitoring Members' interests and any gifts / hospitality received.	All in place	
	4(a) (ii) Register of Interests, gifts and hospitality kept by District Council Monitoring Officer with copies held at Town Hall.		
4(b) Inappropriate action / conduct by Town Council / Councillors	Code of conduct adopted by Town Council and all Council Members on appointment	In place	New Code of Conduct adopted by Town Council in 2012 in accordance with the Localism Act 2011.
4(c) Inadequate risk management / poor performance / stewardship by Council	4(c) (i) Risk management procedures in place – this document	In place	Risk management statement reviewed and updated at least annually from May 2013.
	4(c) (ii) Risk Management Statement to be reviewed at least annually and as / when any changes to Council business / activity are made or other circumstances require it.		

Prepared by Town Clerk / Responsible Financial Officer: 21st February 2022



Appendix 2(ii)(b)

NEW ROMNEY TOWN COUNCIL



STATEMENT OF INTENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31ST MARCH 2026

1. SCOPE OF RESPONSIBILITY

New Romney Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives: it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process, designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control will be in place at the Council for the year ended 31 March 2023 and up to the date of approval of the annual report and accounts and, except for any details of significant internal control issues at Section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council :

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its December meeting. The January meeting of the Council approves the level of precept for the following financial year.

The Council monitors progress against objectives, financial systems and procedures, performs budgetary control and carries out regular reviews of financial matters and minutes these.

The Council will meet twelve* times in 2025/2026 and monitors progress against its aims and objectives at each meeting by receiving relevant reports from Members and the Clerk/Responsible Officer to the Council.

The Council carries out regular reviews of its internal controls, systems and procedures.

The Clerk to the Council/Responsible Financial Officer :

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council has also appointed a Responsible Financial Officer who is responsible for administering

the Council's finances. The Clerk is responsible for the day to day compliance with law and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments :

All payments are reported to the Council for approval. Two Members of the Council from a list of authorised signatories must authorise every cheque.

Risk Assessments/Risk Management :

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit :

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Accounting Records
- Policies, systems and procedures
- Internal control
- Regulations
- Risk management
- Reviews

In adopting this Statement of Intent the Council will, at the same time, carry out an annual review of effectiveness of internal audit. The review is designed to provide sufficient assurance for the Council that standards are being met and that the work of internal audit is effective. It includes, as a minimum, making an assessment of each of the following:

- The scope of internal audit
- Independence
- Competence
- Relationships
- Audit Planning and Reporting

The Council will carry out the review to enable a positive response to Box 6 to be included in the Annual Governance Statement.

External Audit :

The Council's External Auditors, Mazars LLP, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- (i) The Full Council
- (ii) The Clerk/Responsible Financial Officer to the Council who have responsibility for the development and maintenance of the internal control environment and managing risks.
- (iii) The Independent Internal Auditor who reviews the Council's system of Internal control.
- (iv) Mazars LLP, the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Officer, the

Chairman and the Internal Auditor. The Audit Commission issues an annual audit certificate.

- (v) The number of significant issues that are raised during the year.
- (vi) Ensuring an adequate system of internal control throughout the year will enable the Council to give a positive response to Box 2 of the Annual Governance Statement.

5. SIGNIFICANT INTERNAL CONTROL ISSUES 2024/2025

There were no significant control issues raised by the Internal Auditor for 2024/2025.**

The following significant control issues for 2024/20235were raised by the Internal Auditor:**

(Delete as necessary**)

.....
Signature of Internal Auditor

Dated

.....
Signature of Chairman

Dated

.....
Signature of Clerk

Dated

.....
Signature of Responsible Financial Officer

Dated

END

