

# Cinque Port Town of New Romney



Mrs C. Newcombe  
Town Clerk  
and  
Responsible Financial Officer

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

Tel: New Romney 01797 362348

Ref: CN/3005

20<sup>th</sup> June 2024

Dear Councillor,

**SUMMONS TO ATTEND AN ESPECIAL MEETING OF NEW ROMNEY TOWN COUNCIL, TO BE HELD IN THE COUNCIL CHAMBER, TOWN HALL, NEW ROMNEY, ON WEDNESDAY 26<sup>th</sup> JUNE 2024 AT 6.45PM.**

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

Yours sincerely,

*C T Morris*

Mrs C T Morris  
Deputy Town Clerk & Responsible Financial Officer

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

**PLEASE NOTE: *The afore-mentioned meeting will be held physically and will commence at 6.45pm.***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**FULL COUNCIL MEETING  
WEDNESDAY 26<sup>TH</sup> JUNE 2024 AT 6.45PM**

**AGENDA**

- 1. APOLOGIES:**  
To receive and note the apologies of councillors unable to attend.
- 2. DISPENSATION TO PARTICIPATE:**  
To receive and note any applications granted by the Town Clerk, on behalf of the Town Council, for dispensation to participate in Meetings of New Romney Town Council.
- 3. DECLARATIONS OF INTEREST:**  
Councillors to declare any Disclosable Pecuniary Interests or Other Significant or Personal Interests they may have in items on the agenda this evening.
- 4. REVIEW OF APPENDIX TO STANDING ORDERS (Encs\*):**  
To approve amendments to Appendix 2(ii)(a) 2022/23 Risk Management Statement, as circulated to all Councillors (Attached hereto\*).
- 5. REVIEW OF ACTIONS UNDERTAKEN IN LIGHT OF INTERNAL AUDITORS REPORT ISSUED FOR 2022-23 FINANCIAL YEAR (Encs\*):**  
To receive and note the Clerk's report regarding actions undertaken in response to recommendations made by the Town Council's appointed Internal Auditor within the afore-mentioned audit report, if appropriate.
- 6. REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL (Encs\*):**
  - (i) To receive and approve the report of the Internal auditor on Internal Control Procedures for 2023-24 and note any actions required in light of the afore-mentioned report (Attached hereto\*).
  - (ii)(a) To note the Annual Statement of Intent on Internal Control for 2024-25 was approved on 10<sup>th</sup> June 2024 (Minute ref: 059/2024-25(i)(b) refers).
  - (b) To note any significant control issues highlighted by the Town Council's appointed Internal Auditor in respect of 2023-24.

(iii) In light of the above, to confirm the effectiveness of Internal Control Procedures for 2023-24.

## **7. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT FOR 2023-24:**

To assess the following points and confirm effectiveness in respect of the 2023-24 Internal Audit process:

- Scope of Internal Audit
- Independence
- Competence
- Relationships
- Audit Planning and Reporting

## **8. END OF YEAR ACCOUNTS AND ANNUAL RETURN 2024 (Encs\*):**

(i) The Council is required to approve the **detailed Annual Accounts for the year ending 31<sup>st</sup> March 2024** (Attached hereto\*).

(ii) Following approval of the Detailed Annual Accounts for the year ending 31<sup>st</sup> March 2024, the Council is required to formally resolve to approve the **Statutory Annual Return, including (a) the Annual Governance Statement for 2023-24 and (b) the Accounting Statements for 2023-24.**

NB: Once the Annual Return has been approved, it will be forwarded to the External Auditor, together with the final Internal Audit Report and other information required, for external audit and will be published on the Town Council website.

The Statutory Period for the exercise of Public Rights to inspect Annual Town Council Accounting Records for 2023-24 will then commence on Thursday 27<sup>th</sup> June 2024 and conclude on Wednesday 7<sup>th</sup> August 2024.

NB: Reports or notes of the Personnel Committee will be considered as Private & Confidential as they concern staff matters; and all legal or contractual 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.

Deputy Town Clerk and Responsible Financial Officer – 20<sup>th</sup> June 2024



## Appendix 2(ii)(a)

### New Romney Town Council

#### RISK MANAGEMENT STATEMENT 2023/24



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 has been compiled during the re-insurance quotation exercise in November-December 2012.  Valuations of buildings, antiques and historic artefacts and research into historic costs of other assets is in hand. (Where historic costs are not available, equivalent replacement value will be 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.
	1(a) (iii) Items on insurance to be checked against asset register	Done	Advised valuation should be 4-5 yearly; thus due in 2020. Overdue as a result of the 2020/21 coronavirus pandemic; desktop re-valuation undertaken in 2022.  An annual 'asset walk' takes place at which time, items specified on the asset register are confirmed and checked against insurance schedule.  New play equipment was added to the asset register during the course of 2021-22. These items are non-specified in terms of insurance.



	one of two authorised Councillors not authorised to sign cheques		
	2(a) (iii) <b>Town Clerk or RFO</b> to check minute reference against annual precept demand prior to submission	In place	Finance Clerk 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: <ul style="list-style-type: none"> <li>- Council approval required prior to incurring / committing expenditure (Minuted resolutions)</li> <li>- 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</li> <li>- Non-routine payments / commitments made between meetings in consultation with Chairman (eg. in emergency) retrospectively approved at the next meeting of Full Council</li> <li>- Monies received paid into bank promptly and receipts issued if necessary</li> <li>- Cheques/<b>Online Payments</b> signed/<b>witnessed</b> by two Councillors from a list of <b>six</b> authorised Councillors and cheque stubs initialled/<b>Online Expenditure Vouchers Signed</b></li> </ul>	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, and Mrs Metcalfe - Councillors Thomas and Rivers added March 2020. <b>Former Councillor Mrs Metcalfe removed and Councillors Rev Cn. McLachlan and Terry added May 2023.</b> New appointments or re-confirmation required in <b>2024</b> .
	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 Tillson and / or Councillor Davies <b>Councillor Tillson removed July 2023.</b> Appointments to be reviewed for 2024-25.

	2(b) (iii) Annual Review of effectiveness of internal audit and system of internal control	In place	Professional internal auditor appointed and reviews due to be carried out: Interim - March 2024 Final - June 2024
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.
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  On-going	Financial Reports regularly submitted to Committees for approval (ratified by Full Council)  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	Consent to borrow acquired with draw-down required to be completed by March 2024. PWLB loan drawn down December 2023.
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 - 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	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.
	2(j) (i) Monitoring of partnership standards and / or performance	Not applicable	Currently no partnership agreements in place.



2(j) Inadequate control and / or poor performance / standards under grants / partnership agreements			
	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. 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 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 were submitted to Full Council during 2021-22 and 2022-23 and resulting actions are on-going.

### 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 2019). It will be necessary to re-declare GPC in May 2024. Community Hall and Sports Pavilion project progressing under this Power as already commenced in accordance with GPC.
	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 2022.
3(c) Non-compliance with procedures when electors wish to exercise their rights of inspection	Documented procedures: - Publication Scheme available online	All in place	Publication scheme posted on Town Council website.

	<ul style="list-style-type: none"> <li>-Minutes published online</li> <li>-Agendas displayed in parish notice-boards and published online</li> </ul>		<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.</p> <p>Annual Return for <b>2022/2023</b> 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> <p>Details (Date/ Time/ Location / Committee) of forthcoming meetings routinely published on social media.</p>
	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	<p>3(e) (i) Safe storage of legal Council business:</p> <ul style="list-style-type: none"> <li>- Minutes filed at Town Hall / Bound Minute Books stored at Town Hall</li> <li>- Deeds and legal documents securely kept</li> </ul> <p>- Current computer files backed up regularly</p>	In place	<p>All current records filed in locked filing room at Town Hall.</p> <p>Old records periodically archived in Council storage space.</p> <p>Deeds and legal documents stored in locked, fire-proof strongroom.</p> <p>Regular back-up of Town Council electronic files to the cloud.</p>

	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
<b>Councillor Property</b>			
<b>Risk</b>	<b>Control</b>	<b>Status</b>	<b>Action</b>
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.		

**REVIEW OF ACTIONS UNDERTAKEN IN LIGHT OF INTERNAL AUDITORS REPORT 2022-23**

There were no significant control issues identified in the 2022-23 Internal Audit Report.

(See Internal Audit Report published on New Romney Town Council website).

**Summary**

All current and previous action points are either completed or subject to routine review.

**REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL 2023-24**

**(i)**

**FINAL AUDIT REPORT**

**NEW ROMNEY TOWN COUNCIL**

**INTERNAL AUDIT REPORT 2023-24**

I am pleased to report to Members of the Town Council that I have carried out an internal audit of the Town Council's records for 2023-24 and have been able to complete the Annual Internal Audit Report for the 2023-24 Annual Governance and Accountability Return

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

As a result of my audit and my discussion with your Clerk I was able to answer 'YES' to the relevant questions contained in the Annual Internal Audit Report for 2023-24.

I would like to take this opportunity to thank your officers for the assistance given to me in the conduct of the audit that took place on 3 June 2024.

**PREVIOUS AUDITS:**

**External Audit Certificate 2022-23:**

Covered in my interim report.

**Internal Audit 2022-23:**

Nothing to follow up.

**NOTES FROM THIS VISIT:**

During the audit I carried out sufficient work to enable me to complete the Annual Internal Audit Report. I concentrated on the trail from the annual accounting statement back to the receipts & payments A/c and bank statements while testing transactions to invoices or other supporting documentation. I have also reviewed the Council's minutes for compliance with legal obligations, its general functioning and for mutual consistency with the accounts.

All tests were completed satisfactorily.

I have nothing further to report.

**Lionel Robbins  
Independent Internal Auditor**

**9 June 2024**

**INTERIM AUDIT REPORT** (Received and noted by Full Council 10<sup>th</sup> April 2024 Minute ref: 633/2023-24 refers).

**NEW ROMNEY TOWN COUNCIL  
INTERIM INTERNAL AUDIT REPORT 2023-24**

I am pleased to report to Members of the Town Council that I have carried out an interim internal audit of the Parish Council's records for 2023-24.

Members should be aware that the audit tests that I undertook during the interim audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Parish Council's internal control procedures.

I would like to take this opportunity to thank your Clerk and RFO for the assistance given to me in the conduct of the audit that took place on 20 February 2024.

**PREVIOUS AUDITS:**

The external audit certificate on the 2022-23 accounts was issued on 26 September 2023 and without qualification or comment. The Council considered this report on 11 October 2023.

I have reviewed my predecessor's report from 2022-23 and found nothing specific to follow up.

**NOTES FROM THIS VISIT:**

During the visit, I reviewed and tested the accounting records including the cashbook, bank statements and bank reconciliations. I also read the minutes and have discussed recent events and current developments with your officers.

I completed my tests on the accounts without finding any errors or issues. The accounts and minutes are consistent with each other. There is nothing arising from my work that I wish to bring to the Council's attention.

Please see the appendix to this report.

**Lionel Robbins**  
**Independent Internal Auditor**  
**25 March 2024**

## NEW ROMNEY TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT 2023-24

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### Appendix

I have reviewed my predecessor's last report which is a quite detailed snapshot of the Council's position.

There are items within the report and the papers where my understanding differs from that reported by my predecessor. I set out some of these below to inform rather than report as errors:

- 1) Power of General Competence - this lasts until the next relevant meeting (which is the meeting after the next election) and has no requirement that qualification criteria be maintained.
- 2) NALC Financial Regulations – while updated the NALC model still contains references to the Audit Commission Act while the current applicable Act is the Smaller Authorities Audit and Accountability Act 2014.
- 3) FR 12 (a) (v) refers to work additional of the external auditor not needing approval up to £500. The auditor has the right to charge for additional work without seeking consent. This would only be in respect of an objection being raised or a public interest report being considered/issued. Given that the charge rate for the engagement lead is £355 per hour, most objection and public interest reports will exceed the £500 figure in the Council's FR.
- 4) My predecessor suggested institutions for the Council to invest in. I won't recommend any such but the Council may wish to look at CCLA as a potential home for some of its funds.
- 5) Power to spend using S137 Local Government Act 1972 is still available to the Council and its use should be recorded. The Power of General Competence changes the "how" not the "what" so does not render S137 unnecessary.



## **Appendix 2(ii)(b)**

### **NEW ROMNEY TOWN COUNCIL**



#### **STATEMENT OF INTENT ON INTERNAL CONTROL** **FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2025**

##### **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 2025 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 2024/2025 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 has 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 (2022-23 & 2023-24), 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. Mazars LLP issue an annual audit certificate in accordance with National Audit Office regulations.
- (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 2023/2024**

There were no significant control issues raised by the Internal Auditor for 2023/2024\*\*

The following significant control issues for 2023/2024 were 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 OF YEAR ACCOUNTS AND ANNUAL RETURN

**NEW ROMNEY TOWN COUNCIL**

**ANNUAL ACCOUNTS**  
**AND**  
**SUPPORTING INFORMATION**  
**FOR THE YEAR**  
**01.04.23 TO 31.03.24**

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**NEW ROMNEY TOWN COUNCIL**  
**BANK RECONCILIATION**  
**FINANCIAL YEAR ENDING 31 MARCH 2024**

**PREPARED BY: MRS C T MORRIS - RESPONSIBLE FINANCIAL OFFICER**

		<u>2023/24</u>	<u>2022/23</u>
		<u>£</u>	<u>£</u>
(i)	<b><u>Bank Reconciliation</u></b>		
Balance brought forward @	1st April 2023	2,352,627.75	1,212,342.74
<u>Add</u>	Receipts for year	5,040,409.66	1,613,763.60
		7,393,037.41	2,826,106.34
<u>Less</u>	Payments for year	4,125,907.17	473,478.59
<b><u>Balance @ 31st March 2024</u></b>		<b><u>3,267,130.24</u></b>	<b><u>2,352,627.75</u></b>

<b><u>Met By:</u></b>			
National Savings Income Bonds	651,453.00	651,453.00	
Lloyds Bank Corporate Card	0.00	0.00	
Unity Trust Bank Current Account	134,186.67	77,139.89	
Lloyds Bank Business Account	585,478.87	868,501.10	
Nat West Business Reserve Account	388,344.11	754,785.67	
Nat West Current Account	500.00	500.00	
Petty Cash	290.04	248.09	
Lloyds Bank I/A O/L Saver	1,506,877.55	0.00	
<b><u>Balance @ 31st March 2024</u></b>	<b><u>3,267,130.24</u></b>	<b><u>2,352,627.75</u></b>	

<b><u>Outstanding Cheques:</u></b>		<b><u>Outstanding Lodgements:</u></b>	
<b><u>Chq No</u></b>	<b><u>Amount</u></b>		
None	0.00	None	0.00
<b><u>Total</u></b>	<b><u>0.00</u></b>		<b><u>0.00</u></b>

**Summary of Receipts & Payments**

	O/Bal 1/4/24	Receipts	Payments	C/Bal 31/3/24
Nat West C Acc	500.00	1,206,746.92	1,206,746.92	500.00
Unity Trust C Acc	77,139.89	69,590.51	12,543.73	134,186.67
Lloyds C Acc	868,501.10	1,815,267.22	2,098,289.45	585,478.87
Nat West Reserve Acc	754,785.67	437,359.44	803,801.00	388,344.11
Petty Cash	248.09	1,500.00	1,458.05	290.04
Corporate Card	0.00	3,068.02	3,068.02	0.00
Lloyds I/A O/L Acc	0.00	1,506,877.55	0.00	1,506,877.55
	<u>1,701,174.75</u>	<u>5,040,409.66</u>	<u>4,125,907.17</u>	<u>2,615,677.24</u>
	<u>651,453.00</u>			<u>651,453.00</u>
	<b><u>2,352,627.75</u></b>			<b><u>3,267,130.24</u></b>

## **BALANCE SHEET @ 31ST MARCH 2024**

		<u>2023/24</u> £	<u>2022/23</u> £
<b><u>Long Term Asset</u></b>			
Investment - National Savings Income Bonds		<u>651,453.00</u>	<u>651,453.00</u>
<b><u>Current Assets</u></b>			
(i)	<u>Sales Ledger Debtors</u>	552.03	371.73
(ii)	<u>Payments in Advance</u>	14,271.42	9,009.41
	( a )	<u>14,823.45</u>	<u>9,381.14</u>
(iii)	<u>Cash at Bank</u>		
	<u>Current/Reserve Accounts</u>		
	Nat West Bank Current Account	500.00	500.00
	Unity Trust Bank Current Account	134,186.67	77,139.89
	Lloyds Bank Business Account	585,478.87	868,501.10
	Nat West Business Reserve Account	388,344.11	754,785.67
	Lloyds Bank Corporate Card	0.00	0.00
	Petty Cash	290.04	248.09
	Lloyds Bank I/A Online Saver	1,506,877.55	0.00
	( b )	<u>2,615,677.24</u>	<u>1,701,174.75</u>
(iv)	<u>VAT Refund Due</u>	3,620.85	4,568.30
	( c )	<u>3,620.85</u>	<u>4,568.30</u>
<b><u>Total of Current Assets</u></b>		<u>2,634,121.54</u>	<u>1,715,124.19</u>
	(a+b+c)		
<b><u>Current Liabilities</u></b>			
(i)	Purchase Ledger Creditors	9,430.39	7,979.13
(ii)	Accruals	11,826.76	10,951.56
(iii)	Pension Liability	2,847.30	0.00
(iv)	HMR&C Liability	1,702.67	0.00
(v)	Receipts - In Advance	256.75	2,773.00
(vi)	Allotment Deposits	960.00	640.00
(vii)	Hut & Winch Deposits	3,000.00	2,100.00
<b><u>Total of current Liabilities</u></b>		<u>30,023.87</u>	<u>24,443.69</u>
<b><u>Summary</u></b>			
Long Term Assets		651,453.00	651,453.00
<u>Add</u>	Current Assets	2,634,121.54	1,715,124.19
<u>Less</u>	Current Liabilities	<u>30,023.87</u>	<u>24,443.69</u>
<b><u>Total Net Assets</u></b>		<u>3,255,550.67</u>	<u>2,342,133.50</u>

**Met by Balances in Reserve Funds** - Please see page 10 for the summary of Reserve Fund Balances

### **INFORMATIVE**

Total Cash and Investments	Cash at Bank	<u>2,615,677.24</u>	<u>1,701,174.75</u>
	Investments	<u>651,453.00</u>	<u>651,453.00</u>
	<b>Total</b>	<u>3,267,130.24</u>	<u>2,352,627.75</u>

**NEW ROMNEY TOWN COUNCIL**  
**INCOME AND EXPENDITURE ACCOUNTS**  
**PLUS VAT RECONCILIATION**  
**FOR THE YEAR ENDED 31ST MARCH 2024**

**INCOME 1ST APRIL 2023 - 31ST MARCH 2024**

	<u>2023/24</u>	<u>2022/23</u>
	<u>£</u>	<u>£</u>
<b><u>Finance &amp; General Purposes Committee</u></b>		
Town Hall House	8,300.00	7,800.00
Precept	374,894.00	363,553.00
Bank & Investment Interest	41,189.00	11,850.00
Southlands Trust	150.00	150.00
Misc.	471.00	874.00
Land Sale	171.00	1,129,000.00
Street Furniture - Non NRTC Land	1,590.00	0.00
Street Furniture - NRTC Land	12,363.00	9,520.00
Sports Field & Maude Pavilion	1,380.00	1,200.00
The Greens	1,226.00	766.00
The Greens - Hut & Winch Sites	6,580.00	5,565.00
Land at Coney Banks (Church Road)	600.00	550.00
Allotment Plots	2,641.00	2,597.00
Wayleaves	63.00	63.00
Assembly Rooms	2,379.00	2,085.00
Community Hall	6,600.00	6,600.00
Town Square - Cinque Ports Place	40.00	71.00
Town Trail - Funding	0.00	500.00
CIL Receipts	14,048.00	0.00
DMO PWLB	1,000,000.00	0.00
Rounding Difference	0.00	1.00
<b><u>TOTAL INCOME FOR THE YEAR</u></b>	<b><u>1,474,685.00</u></b>	<b><u>1,542,745.00</u></b>

**NB:**

Personnel Panel - No income received

Planning Committee - No income received

2022/2023 Figures re-organised/re-stated (to allow like for like year on year comparison)

Omega - Income/Expenditure reports don't identify detailed Reserve Fund movements

Omega - Income/Expenditure reports work in round pounds

**EXPENDITURE 1ST APRIL 2023 - 31ST MARCH 2024**

	<u>2023/24</u>	<u>2022/23</u>
<b><u>Finance &amp; General Purposes Committee (i)</u></b>		
Town Hall	79,994.00	13,399.00
Town Hall House	7,677.00	4,611.00
Assembly Rooms	21,489.00	8,161.00
Community Hall	604.00	2,302.00
Sports Field & Maude Pavilion	11,866.00	2,745.00
Fairfield Road Recreation Ground	4,990.00	4,172.00
The Greens	12,643.00	11,999.00
Flagstaff Land - Princess Diana Garden	1,820.00	1,626.00
Allotments	1,650.00	1,770.00
Land at Coney Banks	0.00	0.00
Garden of Remembrance	63.00	654.00
Town Square - Cinque Ports Place	0.00	125.00
Street Furniture - Non NRTC Land	1,655.00	3,660.00
 <u>Admin &amp; Misc Cost Centre 275</u>		
Insurance	6,195.00	5,471.00
Bank Charges	788.00	444.00
Subscriptions	4,140.00	3,396.00
Phone/Internet	2,314.00	3,187.00
IT Support	6,171.00	9,247.00
IT Upgrade	4,915.00	0.00
Legal & Professional Fees - CHSPNP	178,435.00	79,733.00
Legal & Professional Fees	5,767.00	800.00
Audit Fees	2,450.00	3,050.00
Town Council Elections	554.00	6,432.00
Donations - StMF	2,000.00	2,000.00
Donations/Grant Funding - Other	6,000.00	2,400.00
Payroll Outsourcing	442.00	441.00
Small Tools & Consumables	1,368.00	1,108.00
Workwear/PPE	208.00	556.00
Furniture Storage	678.00	678.00
Business Mileage	949.00	912.00
Public Clock	184.00	4,060.00
Postage	285.00	658.00
Office Equipment	2,495.00	7,753.00
Printing & Stationery	545.00	487.00
Town Council Events	3,724.00	2,641.00
Mayors Allowance	3,938.00	4,500.00
Civic Robes	119.00	9,539.00
Councillor Training	1,221.00	340.00
Recruitment & Training	135.00	3,039.00
HIP Traffic Surveys	740.00	0.00
Structural Surveys	0.00	1,395.00
Planning Application Fee	2,825.00	0.00
Town Trail	1,350.00	0.00
Festive Lighting	1,086.00	8,329.00
The Greens - Deposit Refunds	250.00	750.00
Allotments - Deposit Refund	0.00	440.00
Flood Signage	295.00	0.00
Town Hall Planning Application Drawings	510.00	0.00



Calligraphy	155.00	0.00
Flags	241.00	0.00
Alarm System (T/Fd to Town Hall in 23/24	0.00	953.00
RDHCT - Grant Repayment	0.00	25,000.00
Assembly Rooms Flooring	0.00	3,000.00
Street Furniture - NRTC Land	0.00	5,458.00
Snug in the Hub Funding	0.00	6,000.00
Misc Tree Works	0.00	3,450.00
Tree Nursery Prep	0.00	995.00
Advertising	0.00	600.00
Door 2 Door/Response Plu	0.00	375.00
Admin Misc Expenses - 275	3,306.00	3,037.00
<u>Other Cost Centre 280</u>		
Litter Bins	2,474.00	0.00
Commemorative Benches	12,514.00	9,068.00
Coronation Bench	2,552.00	0.00
Other Misc Expenses - 280	620.00	480.00
Rounding Difference	2.00	-1.00
<b><u>Sub Total (i)</u></b>	<b>409,391.00</b>	<b>277,425.00</b>
<b><u>Planning Committee (ii)</u></b>	0.00	8.00
<b><u>Sub Total (ii)</u></b>	<b>0.00</b>	<b>8.00</b>
<b><u>Personnel Panel (iii)</u></b>		
Recruitment and Training (Paid from Reserve Fund)	988.00	0.00
Admin Salaries/PAYE/NI/S Loan & Pension	103,884.00	92,485.00
Capital Project Staffing (Paid from Reserve Fund)	2,220.00	3,095.00
Caretaking Salaries/PAYE/NI & Pension	41,119.00	41,128.00
Mayor's Sergeant	1,946.00	1,440.00
Eye Tests	55.00	0.00
Emergency Staffing & Cover	1,666.00	2,243.00
Rounding Difference	-1.00	0.00
<b><u>Sub Total (iii)</u></b>	<b>151,877.00</b>	<b>140,391.00</b>
<b><u>TOTAL EXPENDITURE FOR YEAR (i) + (ii) + (iii)</u></b>	<b>561,268.00</b>	<b>417,824.00</b>

#### **INCOME AND EXPENDITURE RECONCILIATION AT 31ST MARCH 2024**

Income	01.04.2023 - 31.03.2024 - As above	1,474,685.00	1,542,745.00
Expenditure	01.04.2023 - 31.03.2024 - As above	561,268.00	417,824.00
<b><u>Surplus for Year 2022/2023</u></b>		<b>913,417.00</b>	<b>1,124,921.00</b>

**VAT RECONCILIATION AT 31ST MARCH 2024**

Amount Outstanding at 01.04.2023	4,568.30	21,165.64
Payments made during year	71,147.33	43,631.28
	75,715.63	64,796.92
Refunds received during year	<u>72,094.78</u>	<u>60,228.62</u>
<b><u>Amount Outstanding at 31.03.2024</u></b>	<b><u>3,620.85</u></b>	<b><u>4,568.30</u></b>

**YEAR ENDING 31ST MARCH 2024**  
**SUPPORTING NOTES AND ANALYSIS**

	<b><u>2023/2024</u></b>	<b><u>2022/2023</u></b>
<b><u>Sales Ledger Debtors at 31.03.2024</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
JoyStella Pilates - Assembly Rooms Hire	17.40	0.00
Southlands Almshouse Charity	249.72	0.00
Kent County Council - Assembly Rooms	205.20	0.00
Reynolds Ice Cream - The Greens - Vendor Fees	79.71	0.00
Mayor's Allowance Contribution	0.00	286.73
Bakery 64	0.00	40.00
Balance Bar	0.00	40.00
Savages	0.00	5.00
<b>Total Sales Ledger Debtors</b>	<b><u>552.03</u></b>	<b><u>371.73</u></b>
<b><u>Prepayments at 31.03.2024</u></b>		
Admin & Misc - Subscriptions/Insurance IT & Consultancy	12,758.85	2,292.00
Mayor's Allowance - Civiv/charity events	202.50	258.00
Assembly Rooms - R & M - Fire alarm/emergency lighting	395.00	380.00
Maintenance of Public Clock	184.00	368.00
Town Hall - Repairs & Maintenance	681.07	283.61
Stairlift Replacement	0.00	5,377.80
Misc Expenses - Advertising	50.00	0.00
Festivities - Coronation celebrations	0.00	50.00
<b>Total Prepayments</b>	<b><u>14,271.42</u></b>	<b><u>9,009.41</u></b>
<b>Total Sales Ledger Debtors/Prepayments</b>	<b><u>14,823.45</u></b>	<b><u>9,381.14</u></b>
<b><u>Purchase Ledger Creditors at 31.03.2024</u></b>		
Castle Water - Allotments - Payment on Account	0.00	-5.00
EDF - The Greens - Payment on Account	-95.00	-19.00
KALC - Subscriptions & Training	0.00	204.00
Rolfes DIY LLP - Maint mats etc	108.15	209.56
J Baxter - Calligraphy	155.00	0.00
British Gas Gas supply	644.27	0.00
Chubb Fire & Security - Town Hall alarm system	459.94	0.00
Flagpole Express	972.00	0.00
MPR - IT support & licences	487.56	0.00
SH Bureau - Payroll Outsourcing	154.98	0.00
Three - Mobile Phone Contract	26.40	0.00
Trooli - Broadband	58.07	0.00
L Robins - Interim Audit Fee	175.00	0.00
Piggots Flags - Union Flags	289.26	0.00
BILT - Maintenance mats	24.42	0.00
Synergy CPC LLP - Project consultancy	5,820.00	7,519.20
Veolia ES - Waste	150.34	70.37
<b>Total Purchase Ledger Creditors</b>	<b><u>9,430.39</u></b>	<b><u>7,979.13</u></b>
<b><u>Deposits - Non EMR at 31.03.2024</u></b>		
Allotment Gardens	960.00	640.00
Hut & Winch Sites	3,000.00	2,100.00
<b>Total Deposits - Non EMR</b>	<b><u>3,960.00</u></b>	<b><u>2,740.00</u></b>

**Accruals at 31.03.2024**

Allotments	91.00	156.00
Salaries	956.41	1,651.55
Pension Liability	2,847.30	0.00
HMR&C Liability	1,702.67	0.00
Business Mileage	104.85	0.00
Fairfield Road Recreation Ground	191.00	671.00
The Greens (inc Hut & Winch & Toilet Block)	397.46	242.90
Flagstaff Land - Princess Diana Garden	58.00	428.00
Maude Pavilion/Sports Field	0.00	0.00
Assembly Rooms	337.47	624.56
Town Hall	1,814.05	508.92
Commemorative Benches	0.00	830.00
Admin & Misc Expenses	41.29	1,930.63
Audit Fees	2,275.00	3,050.00
Stationery	21.23	0.00
IT Support	825.00	0.00
Maude Pavilion & Sports Field	4,030.00	680.00
Grant Funding (NRIB)	684.00	0.00
Mayor's Allowance	0.00	178.00
<b>Total Accruals</b>	<b>16,376.73</b>	<b>10,951.56</b>

**Invoiced in Advance at 31.03.2024**

Assembly Rooms - Hire fees	14.50	0.00
Assembly Rooms - Hire fees	171.00	0.00
Assembly Rooms - Hire fees	71.25	0.00
Commemorative Bench - Cost contribution	0.00	2,773.00
<b>Total Invoiced in Advance</b>	<b>256.75</b>	<b>2,773.00</b>
<b>Total PL Creditors/Accruals/Non EMR Deposits &amp; Invoiced in Adv</b>	<b>30,023.87</b>	<b>24,443.69</b>

**YEAR ENDING 31ST MARCH 2024**  
**SUPPORTING INFORMATION**

	<u>2023/24</u>	<u>2022/2023</u>
<b>( A ) <u>For Information Only -Section 137 Allowance</u></b>		
No. of Electors (per FH&DC 22.5.24)	Ward NRT1 - Town 3,149	3,104
Requested	Ward NRC1 - Coast 2,760	2,800
	<u>5,909</u>	<u>5,904</u>
<b><u>Total Electors</u></b>		
	<u>£</u>	<u>£</u>
Expenditure Allowed = £9.93 per elector =	<u>58,676.37</u>	<u>52,073.28</u>
<b><u>General Power of Competence - Donations</u></b>		
<b><u>Previously detailed as Section 137 Expenditure (LG Act 1972)</u></b>	<u>£</u>	<u>£</u>
St Martin's Field Charity	2,000.00	2,400.00
New Romney in Bloom	684.00	1,000.00
<b><u>Total</u></b>	<u>2,684.00</u>	<u>3,400.00</u>
<b>( B ) <u>Other Donations</u></b>		
<b><u>Previously detailed according to LG Act 1972 Power</u></b>	<u>£</u>	<u>£</u>
New Romney Country Fayre	0.00	1,000.00
Teach Me	3,000.00	0.00
John Armitage Memorial Trust - JAM on th Marsh	1,200.00	0.00
Light up New Romney	1,116.00	400.00
	<u>5,316.00</u>	<u>1,400.00</u>
<b><u>Total</u></b>		
<b>( C ) <u>General Power of Competence - Festivities Fund Expenditure</u></b>		
<b><u>Previously detailed as S145 - Festivities Fund Expenditure</u></b>	<u>£</u>	<u>£</u>
Commonwealth Day	124.71	367.50
Concerts	615.24	607.03
Town Christmas Tree	150.00	0.00
Coronation	5,093.30	0.00
Platinum Jubilee	0.00	2,042.34
	<u>5,983.25</u>	<u>3,016.87</u>
<b><u>Total</u></b>		
<b>( D ) <u>General Power of Competence - Legal &amp; Professional Fees Incurred</u></b>		
<b><u>Previously detailed as Professional Fee's (LG Act 1972 - S126)</u></b>	<u>£</u>	<u>£</u>
Professional Fees	7,217.20	3,850.00
Professional Fees - CHSPNP	178,435.00	77,182.00
Legal Fees	1,000.00	0.00
Legal Fees - CHSPNP	0.00	2,551.00
	<u>186,652.20</u>	<u>83,583.00</u>
<b><u>Total</u></b>		

<b>( E ) <u>Mayors Allowance - Reconciliation</u></b>	<b>£</b>	<b>£</b>
Payments made during 2023/2024	3,915.99	4,550.73
Less Creditors at 31.3.23	0.00	0.00
Plus Prepayments/Debtors at 31.3.23	258.00	494.00
	<u>4,173.99</u>	<u>5,044.73</u>
Less Income received during 2023/2024	33.33	286.73
Plus Unused Allowance Transferred to Festivities Reserve Fund	0.00	0.00
Plus Creditors at 31.3.24	0.00	0.00
Less Debtors at 31.3.24	0.00	0.00
Less Prepayments at 31.3.24	<u>202.50</u>	<u>258.00</u>
<b><u>Actual Total Expenditure for Financial Year 2023/2024</u></b>	<b><u>3,938.16</u></b>	<b><u>4,500.00</u></b>

<b>( F ) <u>Community Hall / Sports Pavilion Project - Expenditure - Breakdown</u></b>	<b>£</b>	<b>£</b>
Project Management & Cost Consultancy	57,500.00	25,862.00
Structural & Civil/Mechanical Engineering Consultants	67,300.00	4,245.00
Environmental Surveys	6,497.50	0.00
Architects	45,937.50	47,775.00
Misc Surveys	1,200.00	695.00
Planning Consultant	0.00	0.00
VAT & Contracts Professional Advisors	0.00	0.00
S106		
Conveyancing }	<u>0.00</u>	<u>2,551.00</u>
Total	<b><u>178,435.00</u></b>	<b><u>81,128.00</u></b>

**Community Hall / Sports Pavilion Project - Expenditure Funding - Breakdown**

Community Hall/Sports Pavilion Project Reserve Fund	178,435.00	78,577.00
Capital Reserve Fund	0.00	0.00
CHSPNP Legal & Professional Fees Budget	0.00	2,551.00
	<u>178,435.00</u>	<u>81,128.00</u>
Total	<b><u>178,435.00</u></b>	<b><u>81,128.00</u></b>

**NEW ROMNEY TOWN COUNCIL**  
**2023/2024 RESERVE FUND TRANSACTIONS - PERIOD ENDING 31ST MARCH 2024**

	<u>2023/2024</u>	<u>2022/2023</u>
(i) <b><u>Building Repair and Restoration Reserve Fund</u></b>	<b>£</b>	<b>£</b>
Balance B/Fwd at 01.04.2023	105,019.97	97,009.97
Add Allocations for the year 2023/2024	7,500.00	10,000.00
	0.00	0.00
	<u>112,519.97</u>	<u>107,009.97</u>
Less Expenditure	<u>49,833.00</u>	<u>1,990.00</u>
	<b><u>62,686.97</u></b>	<b><u>105,019.97</u></b>
<b><u>Balance at 31.3.2024</u></b>		
<b><u>Less Committed Expenditure</u></b>		
xxx	0.00	16,500.00
xxx	0.00	2,250.00
<b><u>Available Balance at 31.3.2024</u></b>	<b><u>62,686.97</u></b>	<b><u>86,269.97</u></b>
(ii) <b><u>Capital Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	6,406.87	14,586.31
Add Allocations for the year 2023/2024	2,000.00	2,000.00
	<u>8,406.87</u>	<u>16,586.31</u>
Less Balance of 739/2018-19	0.00	0.00
Unused planning fee allocation 592/2021-22(ii)	0.00	0.00
Expenditure	<u>99.70</u>	<u>10,179.44</u>
	<b><u>8,307.17</u></b>	<b><u>6,406.87</u></b>
<b><u>Balance at 31.3.2024</u></b>		
(iii) <b><u>Confederation Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	8,837.80	8,913.80
Add Allocations for the year 2023/2024	0.00	0.00
Receipts	<u>0.00</u>	<u>0.00</u>
	<u>8,837.80</u>	<u>8,913.80</u>
Less Expenditure	<u>8.50</u>	<u>76.00</u>
	<b><u>8,829.30</u></b>	<b><u>8,837.80</u></b>
<b><u>Balance at 31.3.2024</u></b>		
(iv) <b><u>Festivities Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	7,105.97	10,022.84
Add Allocations for the year 2023/2024	0.00	0.00
Refunded from STMF	<u>1,590.00</u>	<u>0.00</u>
	<u>8,695.97</u>	<u>10,022.84</u>
Less Expenditure	<u>7,973.25</u>	<u>2,916.87</u>
	<b><u>722.72</u></b>	<b><u>7,105.97</u></b>
<b><u>Balance at 31.3.2024</u></b>		
(v) <b><u>General Revenue Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	250,231.71	211,438.09
Add Surplus on Income & Expenditure A/C	913,417.00	1,124,921.00
Rounding Adjustment (Pence vs £'s)	0.00	0.74
Transfer from Deposit A/C's	0.00	1,080.00
Expenditure Paid out of other Accounts	<u>284,030.00</u>	<u>167,649.24</u>
	<u>1,447,678.71</u>	<u>1,505,089.07</u>
Less Alloc/Transfer to Other Reserve Accounts	55,000.00	73,000.00
Receipts T/F to other Accounts	1,041,357.00	1,137,356.36
Deficit on Income & Expenditure A/C	0.00	0.00
Further allocation for 2023/2024	97,337.00	44,500.00
Rounding Adjustment	0.71	1.00
Transfer 699/2018-19(ii)	0.00	0.00
Transfer to Deposit A/Cs	<u>0.00</u>	<u>0.00</u>
	<u>1,193,694.71</u>	<u>1,254,857.36</u>
	<b><u>253,984.00</u></b>	<b><u>250,231.71</u></b>
<b><u>Balance at 31.3.2024</u></b>		

	<u>2023/2024</u>	<u>2022/2023</u>
	<u>£</u>	<u>£</u>
(vi) <b><u>Book Restoration Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	1,468.46	1,468.46
	<b>1,468.46</b>	<b>1,468.46</b>
<b><u>Balance at 31.3.2024</u></b>		
(vii) <b><u>Play &amp; Miscellaneous Equipment Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	32,775.52	24,678.48
Add Allocations for the year 2023/2024	10,000.00	15,000.00
Further allocations for the year 2023/2024	0.00	0.00
Less Expenditure	6,946.08	6,902.96
	<b>35,829.44</b>	<b>32,775.52</b>
<b><u>Balance at 31.3.2024</u></b>		
(viii) <b><u>Hut &amp; Winch Sites Deposits Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	9,664.40	10,414.40
Add Deposits collected during Year	0.00	0.00
Less Deposits refunded during Year	300.00	750.00
Less Journal Transfer	0.00	0.00
	<b>9,364.40</b>	<b>9,664.40</b>
<b><u>Balance at 31.3.2024</u></b>		
(ix) <b><u>Gratuity Payments/Pension Fund Cessation Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	21,804.01	18,804.01
Add Allocations for the year 2023/2024	3,000.00	3,000.00
	<b>24,804.01</b>	<b>21,804.01</b>
<b><u>Balance at 31.3.2024</u></b>		
(x) <b><u>Allotments Deposits Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	3,640.00	3,970.00
Add Deposits collected during the year	0.00	0.00
Less Journal Transfer - Clearance Costs	0.00	0.00
Deposits refunded during the year	110.00	330.00
	<b>3,530.00</b>	<b>3,640.00</b>
<b><u>Balance at 31.3.2024</u></b>		
(xi) <b><u>Recruitment &amp; Training Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	4,227.20	6,334.20
Add Allocations for the year 2023/2024	2,000.00	2,000.00
Less Expenditure	1,123.00	4,107.00
	<b>5,104.20</b>	<b>4,227.20</b>
<b><u>Balance at 31.3.2024</u></b>		
(xii) <b><u>Town Council Elections Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	7,961.83	9,393.36
Add Allocations for the year 2023/2024	7,000.00	5,000.00
	14,961.83	14,393.36
Less Expenditure	554.43	6,431.53
	<b>14,407.40</b>	<b>7,961.83</b>
<b><u>Balance at 31.3.2024</u></b>		
(xiii) <b><u>Precept Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2024	0.00	1,974.28
	0.00	1,974.28
Less Expenditure	0.00	1,974.28
	<b>0.00</b>	<b>0.00</b>
<b><u>Balance at 31.3.2024</u></b>		



	<u>2023/2024</u>	<u>2022/2023</u>
	<u>£</u>	<u>£</u>
(xiv) <b><u>Allotment Gardens Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	745.27	745.27
	<u>745.27</u>	<u>745.27</u>
Less Expenditure	0.00	0.00
	<u>745.27</u>	<u>745.27</u>
<b><u>Balance at 31.3.2024</u></b>		
(xv) <b><u>Non Annual Buildings Maintenance Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	34,746.00	24,746.00
Add Allocations for the year 2023/2024	7,500.00	10,000.00
	<u>42,246.00</u>	<u>34,746.00</u>
Less Expenditure	17,413.00	0.00
	<u>24,833.00</u>	<u>34,746.00</u>
<b><u>Balance at 31.3.2024</u></b>		
<b><u>Less Committed Expenditure</u></b>		
xxxx	0.00	18,413.00
<b><u>Available Balance at 31.3.2024</u></b>	<u><u>24,833.00</u></u>	<u><u>16,333.00</u></u>
(xvi) <b><u>Uniform Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	13,387.29	17,926.74
Add Allocations for the year 2023/2024	2,000.00	5,000.00
	<u>15,387.29</u>	<u>22,926.74</u>
Less Expenditure	148.75	9,539.45
	<u>15,238.54</u>	<u>13,387.29</u>
<b><u>Balance at 31.3.2024</u></b>		
<b><u>Less Committed Expenditure</u></b>		
O/N 10789 CxD	0.00	6,892.50
<b><u>Available Balance at 31.3.2024</u></b>	<u><u>15,238.54</u></u>	<u><u>6,494.79</u></u>
(xvii) <b><u>Festive Lighting Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	907.44	3,366.91
Add Allocations for the year 2023/2024	2,000.00	3,000.00
	<u>2,907.44</u>	<u>6,366.91</u>
Less Expenditure	1,580.80	5,459.47
	<u>1,326.64</u>	<u>907.44</u>
<b><u>Balance at 31.3.2024</u></b>		
(xviii) <b><u>Capital Project Incidental Expenses Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	20,917.07	15,655.75
Add Income	25,719.07	8,356.36
	<u>46,636.14</u>	<u>24,012.11</u>
Less Expenditure	2,261.33	3,095.04
T/F to MCC Reserve Fund 425/2023-24(i)	30,000.00	0.00
	<u>14,374.81</u>	<u>20,917.07</u>
<b><u>Balance at 31.3.2024</u></b>		
(xix) <b><u>Town Hall Stairlift Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	622.20	5,000.00
Add Allocations for the year 2023/2024	1,000.00	1,000.00
	<u>1,622.20</u>	<u>6,000.00</u>
Less Expenditure	1,622.20	5,377.80
	<u>0.00</u>	<u>622.20</u>
<b><u>Balance at 31.3.2024</u></b>		
<b><u>Less Committed Expenditure</u></b>		
xxx	0.00	1,368.21
<b><u>Available Balance at 31.3.2024</u></b>	<u><u>0.00</u></u>	<u><u>-746.01</u></u>

	<u>2023/2024</u>	<u>2022/2023</u>
	<u>£</u>	<u>£</u>
(xx) <b><u>Maude Community Centre (formerly CHSPNP) Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	1,659,977.44	565,054.44
Add T/F from Cap Proj Inc Exp Res Fund 425/2023-24(i)	30,000.00	0.00
T/F from Heritage Centre Res Fund 425/2023-24(i)	10,000.00	0.00
T/F from Com Bandstand Res Fund 425/2023-24(i)	20,000.00	0.00
Unused planning fee allocation 592/2021-22(ii)	0.00	0.00
T/F from Cap Proj Inc Exp Res Fund 425/2023-24(i)	0.00	0.00
Virement 429/2022-23 22/23 PWLB	0.00	44,500.00
Virement xxx/2023-24 23/24 PWLB	28,668.50	0.00
Virement 425/2023-24(i) 23/24 PWLB	28,668.50	0.00
Virement 522/2023-24(iv) from General Reserves	40,000.00	0.00
Land sale proceeds	0.00	1,129,000.00
	<u>1,817,314.44</u>	<u>1,738,554.44</u>
Less Expenditure	<u>178,435.00</u>	<u>78,577.00</u>
<b><u>Balance at 31.3.2024</u></b>	<b><u>1,638,879.44</u></b>	<b><u>1,659,977.44</u></b>
(xxi) <b><u>Heritage Centre Project Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	10,000.00	10,000.00
Add Allocations for the year 2023/2024	<u>0.00</u>	<u>0.00</u>
	10,000.00	10,000.00
Less T/F to MCC Reserve fund	<u>10,000.00</u>	<u>0.00</u>
	<b><u>0.00</u></b>	<b><u>10,000.00</u></b>
<b><u>Balance at 31.3.2024</u></b>	<b><u>0.00</u></b>	<b><u>10,000.00</u></b>
(xxii) <b><u>Town Signage &amp; High Street Vicinity Street Furniture Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	10,000.00	10,000.00
Add Allocations for the year 2023/2024	<u>0.00</u>	<u>0.00</u>
	10,000.00	10,000.00
Less Expenditure	<u>2,000.00</u>	<u>0.00</u>
Transfer - 595/2018-19(i)(e)	<u>0.00</u>	<u>0.00</u>
	<b><u>8,000.00</u></b>	<b><u>10,000.00</u></b>
<b><u>Balance at 31.3.2024</u></b>	<b><u>8,000.00</u></b>	<b><u>10,000.00</u></b>
(xxiii) <b><u>Commemorative Bandstand Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	20,000.00	20,000.00
Add Allocations for the year 2023/2024	<u>0.00</u>	<u>0.00</u>
	20,000.00	20,000.00
Less T/F to MCC Reserve fund	<u>20,000.00</u>	<u>0.00</u>
	<b><u>0.00</u></b>	<b><u>20,000.00</u></b>
<b><u>Balance at 31.3.2024</u></b>	<b><u>0.00</u></b>	<b><u>20,000.00</u></b>
(xxiv) <b><u>Boiler/Central Heating System Major Repair/Replacement Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	8,401.15	6,401.15
Add Allocations for the year 2023/2024	<u>2,000.00</u>	<u>2,000.00</u>
	10,401.15	8,401.15
Less Expenditure	<u>8,424.83</u>	<u>0.00</u>
	<b><u>1,976.32</u></b>	<b><u>8,401.15</u></b>
<b><u>Balance at 31.3.2024</u></b>	<b><u>1,976.32</u></b>	<b><u>8,401.15</u></b>
<b><u>Less Committed Expenditure</u></b>		
xxxx	0.00	8,424.83
<b><u>Available Balance at 31.3.2024</u></b>	<b><u>1,976.32</u></b>	<b><u>-23.68</u></b>
(xxv) <b><u>Facilities Management Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	24,000.00	22,000.00
Add Allocations for the year 2023/2024	<u>2,000.00</u>	<u>2,000.00</u>
	26,000.00	24,000.00
Less Expenditure	<u>0.00</u>	<u>0.00</u>
	<b><u>26,000.00</u></b>	<b><u>24,000.00</u></b>
<b><u>Balance at 31.3.2024</u></b>	<b><u>26,000.00</u></b>	<b><u>24,000.00</u></b>

	<u>2023/2024</u>	<u>2022/2023</u>
	<u>£</u>	<u>£</u>
(xxvi) <b><u>Staffing Provision Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	42,275.08	35,275.08
Add Allocations for the year 2023/2024	4,000.00	7,000.00
	46,275.08	42,275.08
Less Expenditure	0.00	0.00
	<b>46,275.08</b>	<b>42,275.08</b>
<b><u>Balance at 31.3.2024</u></b>		
(xxvii) <b><u>Community Hall &amp; Sports Pavilion Project - Grants &amp; Donations Received Reserve Fund - S139</u></b>		
Balance B/Fwd at 01.04.2023	4,137.00	29,137.00
Add Receipts - Cllr Donation	0.00	0.00
	4,137.00	29,137.00
Less Expenditure	0.00	25,000.00
	<b>4,137.00</b>	<b>4,137.00</b>
<b><u>Balance at 31.3.2024</u></b>		
(xxviii) <b><u>Grants &amp; Donations Received Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	12,983.75	12,983.75
Add T/Frd Receipts - 595/2018-19(l)(e)	0.00	0.00
Receipts	0.00	0.00
	12,983.75	12,983.75
Less Expenditure	0.00	0.00
	<b>12,983.75</b>	<b>12,983.75</b>
<b><u>Balance at 31.3.2024</u></b>		
<b><u>Less Allocations</u></b>		
St Martin's Field Planters - 599/2018-19	2,000.00	2,000.00
<b><u>Available Balance at 31.3.2024</u></b>	<b>10,983.75</b>	<b>10,983.75</b>
(xxix) <b><u>ICT Replacement Reserve Fund</u></b>		
Balance B/Fwd at 01.04.2023	7,607.60	7,630.00
Add Allocations for the year 2023/2024	3,000.00	6,000.00
Further allocations for the year 2023/2024	0.00	0.00
	10,607.60	13,630.00
Less Expenditure	5,195.64	6,022.40
	<b>5,411.96</b>	<b>7,607.60</b>
<b><u>Balance at 31.3.2024</u></b>		
(xxx) <b><u>S106 Projects: Play Area Improvements - NEW 19/20 285/2019-20(ii)</u></b>		
Balance B/Fwd at 01.04.2023	0.00	0.00
Add Income for the year 2023/2024	0.00	0.00
	0.00	0.00
Less Expenditure	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b><u>Balance at 31.3.2024</u></b>		
(xxxi) <b><u>S106 Projects: High Street Area Improvements - NEW 19/20 285/2019-20(ii)</u></b>		
Balance B/Fwd at 01.04.2023	0.00	0.00
Add Income for the year 2023/2024	0.00	0.00
	0.00	0.00
Less Expenditure	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b><u>Balance at 31.3.2024</u></b>		

	<u>2023/2024</u>	<u>2022/2023</u>
	<u>£</u>	<u>£</u>
(xxxii) <b>Community Infrastructure Levy (CIL) 2021/2022</b>		
Balance B/Fwd at 01.04.2023	12,282.47	12,282.47
Add Income for the year 2021/2022	0.00	0.00
	<u>12,282.47</u>	<u>12,282.47</u>
Less Expenditure	0.00	0.00
	<u>12,282.47</u>	<u>12,282.47</u>
<b>Balance at 31.3.2024</b>		
(xxxiii) <b>Community Infrastructure Levy (CIL) 2022/2023</b>		
Balance B/Fwd at 01.04.2023	0.00	0.00
Add Income for the year 2022/2023	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Less Expenditure	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
<b>Balance at 31.3.2024</b>		
(xxxiv) <b>Community Infrastructure Levy (CIL) 2023/2024</b>		
Balance B/Fwd at 01.04.2023	0.00	0.00
Add Income for the year 2023/2024	14,048.32	0.00
	<u>14,048.32</u>	<u>0.00</u>
Less Expenditure	0.00	0.00
	<u>14,048.32</u>	<u>0.00</u>
<b>Balance at 31.3.2024</b>		
(xxxx) <b>DMO (PWL B)</b>		
Balance B/Fwd at 01.04.2023	0.00	0.00
Add Income for the year 2023/2024	1,000,000.00	0.00
	<u>1,000,000.00</u>	<u>0.00</u>
Less Expenditure	0.00	0.00
	<u>1,000,000.00</u>	<u>0.00</u>
<b>Balance at 31.3.2024</b>		
	<u>2023/2024</u>	<u>2022/2023</u>
	<u>£</u>	<u>£</u>
Opening Balances - Omega	2,342,133.50	1,217,212.76
Closing Balances - Omega	3,255,550.67	2,342,133.50
Balance Sheet - Omega	3,255,551.00	2,342,134.00
Rounding Difference (Pence vs £'s)	0.33	0.50

**YEAR ENDING 31ST MARCH 2024**  
**SUMMARY OF RESERVE FUND BALANCES**

	<u>2023/2024</u>	<u>2022/2023</u>
	<u>£</u>	<u>£</u>
<b><u>Summary of Reserves Funds Balances</u></b>		
<b><u>@ 31st March 2024</u></b>		
(i) Building Repair and Restoration Reserve Fund	62,686.97	105,019.97
(ii) Capital Reserve Fund	8,307.17	6,406.87
(iii) Confederation Reserve Fund	8,829.30	8,837.80
(iv) Festivities Reserve Fund	722.72	7,105.97
(v) General Revenue Reserve Fund	253,984.00	250,231.71
(vi) Book Restoration Reserve Fund	1,468.46	1,468.46
(vii) Play and Miscellaneous Equipment Reserve Fund	35,829.44	32,775.52
(viii) Hut & Winch Sites Deposits Reserve Fund	9,364.40	9,664.40
(ix) Gratuity Payments/Pension Fund Cessation Reserve Fund	24,804.01	21,804.01
(x) Allotments Deposits Reserve Fund	3,530.00	3,640.00
(xi) Recruitment & Training Reserve Fund	5,104.20	4,227.20
(xii) Town Council Elections Reserve Fund	14,407.40	7,961.83
(xiii) Precept Reserve Fund	0.00	0.00
(xiv) Allotment Gardens Reserve Fund	745.27	745.27
(xv) Non Annual Buildings Maintenance Reserve Fund	24,833.00	34,746.00
(xvi) Uniform Reserve Fund	15,238.54	13,387.29
(xvii) Festive Lighting Reserve Fund	1,326.64	907.44
(xviii) Capital Project Incidental Expenses Reserve Fund	14,374.81	20,917.07
(xix) Town Hall Stairlift Reserve Fund	0.00	622.20
(xx) Maude Community Centre (CHSPNP) Reserve Fund	1,638,879.44	1,659,977.44
(xxi) Heritage Centre Project Reserve Fund	0.00	10,000.00
(xxii) Town Signage & High St Street Vicinity Street Furniture Reserve Fund	8,000.00	10,000.00
(xxiii) Commemorative Bandstand Reserve Fund	0.00	20,000.00
(xxiv) Boiler/Central Heating System Major Repair/Replacement Reserve Fund	1,976.32	8,401.15
(xxv) Facilities Management Reserve Fund	26,000.00	24,000.00
(xxvi) Staffing Provision Reserve Fund	46,275.08	42,275.08
(xxvii) Community Hall & Sports Pavilion Project - Grants & Donations Received Reserve Fund	4,137.00	4,137.00
(xxviii) Grants & Donations Received Reserve Fund	12,983.75	12,983.75
(xxix) ICT Replacement Reserve Fund	5,411.96	7,607.60
(xxx) S106 Projects: Play Area Improvements Reserve Fund - NEW 285/2019-20(ii)	0.00	0.00
(xxxi) S106 Projects: High St Area Improvements Reserve Fund - NEW 285/2019-20(ii)	0.00	0.00
(xxxii) 2020/2021 & 2021/2022 Community Infrastructure Levy (CIL) Reserve Fund	12,282.47	12,282.47
(xxxiii) 2022/2023 Community Infrastructure Levy (CIL) Reserve Fund	0.00	0.00
(xxxiv) 2023/2024 Community Infrastructure Levy (CIL) Reserve Fund	14,048.32	0.00
(xxxv) DMO (PWLb)	1,000,000.00	0.00
<b><u>Total at 31st March 2024</u></b>	<b><u>3,255,550.67</u></b>	<b><u>2,342,133.50</u></b>

**NEW ROMNEY TOWN COUNCIL**  
**RESERVE FUND DEFINITIONS**

The reserve funds fall into 2 categories that are:-  
Working Revenue and Ear Marked Working Balances.

**WORKING REVENUE:**

**(v) GENERAL REVENUE RESERVE FUND** - To "smooth out" large changes in the level of the annual precept by holding "in suspense" revenue surpluses from some years and by supplementing the annual precept in years of exceptional revenue expenditure.

**EAR MARKED WORKING BALANCES:**

**(i) BUILDING REPAIR AND RESTORATION RESERVE FUND** - To defray the irregular costs of maintaining, improving and restoring Town Council owned buildings:

- . Assembly Rooms - Grade II listed building
- . Town Hall - Grade II listed building
- . Town Hall House - Grade II listed building
- . Community Hall (Nursery), and
- . Maude Pavillion

To a safe and acceptable standard as set by the Town Council.

**(ii) CAPITAL RESERVE FUND** - To defray the irregular costs of maintaining, replacing and improving Town Council owned land to a safe and acceptable standard as set by the Town Council. The fund may also be used to purchase additional land, property or equipment for the benefit of the Town Council and/or the inhabitants of New Romney.

**(iii) CONFEDERATION RESERVE FUND** - To defray any unusual and irregular costs of membership of the Confederation of Cinque Ports. This may include both acquisition of, or contribution to, capital items and revenue costs of the speakership incurred by the Town Council.

**(iv) FESTIVITIES RESERVE FUND** - To defray any unusual and irregular costs incurred by the Town Council on civic festivities and functions.

**(vi) BOOK RESTORATION RESERVE FUND** - To defray the cost of historic books and documents owned by the Town Council, in need of restoration to prolong their life.

**(vii) PLAY & MISCELLANEOUS EQUIPMENT RESERVE FUND (RENAMED AND REDEFINED 459/2018-19)** - To defray the cost of major repair/replacement of play and miscellaneous equipment.

**(viii) HUT AND WINCH SITE DEPOSITS RESERVE FUND** - To clearly identify and hold the deposits from licences for the property on the Hut and Winch site at Littlestone Greens.

**(ix) GRATUITY PAYMENTS/PENSION FUND CESSATION RESERVE FUND - (RENAMED 2016/17)** - To defray the cost of gratuities payable to administrative staff in circumstances defined by law and as included in their contracts of employment and offset any risk and potential liability in such case as the Town Council needs to withdraw from its adopted pension scheme.

**(x) ALLOTMENT DEPOSITS RESERVE FUND - (RENAMED AND REDEFINED 595/2018-19(i)(b))** - To clearly identify and hold the deposits from the Allotment Sites in Church Lane.

**(xi) RECRUITMENT & TRAINING RESERVE FUND** - To defray the cost of recruitment and any necessary staff training.

**(xii) TOWN COUNCIL ELECTIONS RESERVE FUND** - To defray the cost of Town Council Elections and Bye Elections

**(xiii) PRECEPT RESERVE FUND** - To hold grant funding received for the purpose of defraying future increases in precept.

**(xiv) ALLOTMENT GARDENS RESERVE FUND** - To hold the funding for and clearly identify the costs of the Allotment Gardens irregular maintenance.

**(xv) NON ANNUAL BUILDINGS MAINTENANCE RESERVE FUND** - To defray the costs of non-annual maintenance on Town Council Buildings:

- . Assembly Rooms - Grade II listed building
- . Town Hall - Grade II listed building
- . Town Hall House - Grade II listed building
- . Community Hall, and
- . Maude Pavillion

To include non annual but routine works such as interior/exterior decoration and periodic electrical inspections

**(xvi) UNIFORM RESERVE FUND** - To defray costs of repair and replacement of civic gowns and uniforms.

**(xvii) FESTIVE LIGHTING RESERVE FUND** - To hold any grant funding received and to defray the costs of displaying and maintaining festive lighting.

**(xviii) CAPITAL PROJECT INCIDENTAL EXPENSES RESERVE FUND** - To defray the cost of facilitating capital projects including items such as project staffing costs, which would form all or part of the Town Council's project contribution - Fund to be financed by Capital Investment Interest.

**(xix) TOWN HALL STAIRLIFT RESERVE FUND** - To mitigate the impact of any future costs.

**(xx) COMMUNITY HALL / SPORTS PAVILION PROJECT RESERVE FUND (525/2016-17)** - To hold funding for the proposed new Community Hall / Sports Pavilion project.

**(xxi) HERITAGE CENTRE PROJECT RESERVE FUND (525/2016-17)** - To hold funding for the proposed Heritage Centre project.

**(xxii) TOWN SIGNAGE AND HIGH STREET VICINITY STREET FURNITURE RESERVE FUND (525/2016-17)** - To hold funding for the provision of Town Signage and High Street Vicinity Street Furniture.

**(xxiii) COMMEMORATIVE BANDSTAND RESERVE FUND (525/2016-17)** - To hold funding for the proposed Bandstand to commemorate HM Queen Elizabeth's 90th birthday and longevity of reign.

**(xxiv) BOILER/CENTRAL HEATING SYSTEM MAJOR REPAIR/REPLACEMENT RESERVE FUND (RENAMED AND REDEFINED 595/2018-19(i)(D))** - To defray the cost of major repair/replacement of boilers/central heating systems.

**(xxv) FACILITIES MANAGEMENT RESERVE FUND (454/2017-18)** - To defray the cost of managing and maintaining the Community Hall/Sports Pavilion facility.

**(xxvi) STAFFING PROVISION RESERVE FUND - (454/2017-18)** - To defray the impact incurred within any financial year due to the need for unbudgeted increase in staffing costs.

**(xxvii) COMMUNITY HALL & SPORTS PAVILION PROJECT GRANTS & DONATIONS RECEIVED RESERVE FUND (NEW 259/2018-19(iv))** - To hold any grants and / or private or business donations received in respect of the Community Hall/Sports Pavilion project and to ensure that each and every donation or grant is formally recorded and accounted for.

**(xxviii) GRANTS AND DONATIONS RECEIVED RESERVE FUND (RENAMED AND REDEFINED 595/2018-19(i))** - To hold any grants and donations received other than those relating to the Community Hall/Sports Pavilion project and to ensure that each and every donation or grant is formally recorded and its specific purpose noted and accounted for.

**(xxix) ICT REPLACEMENT RESERVE FUND (NEW 464/2018-19(iv))** - To offset the cost of routine periodical replacement of Councillor/Employee devices issued by the Town Council.

**(xxx) S106 PROJECTS: PLAY AREA IMPROVEMENTS (NEW 19/20 285/2019-20(ii))** - To hold any S106 funding received in respect of Play Area Improvements.

**(xxxi) S106 PROJECTS: HIGH STREET AREA IMPROVEMENTS (NEW 19/20 285/2019-20(ii))** - To hold any S106 funding received in respect of High St Area Improvements.

**(xxxii) 2020/2021 & 2021/2022 Community Infrastructure Levy (CIL)** - To hold any 2020/2021 & 2021/2022 Community Infrastructure Levy (CIL) monies received.

**(xxxiii) 2022/2023 Community Infrastructure Levy (CIL)** - To hold any 2022/2023 Community Infrastructure Levy (CIL) monies received.

**(xxxiv) 2023/2024 Community Infrastructure Levy (CIL)** - To hold any 2023/2024 Community Infrastructure Levy (CIL) monies received.

**(xxxv) DMO (PWLB)** - To hold any DMO (PWLB) monies received.



**STATEMENT OF FIXED ASSETS @ 31ST MARCH 2024**

<u>Item:</u>	<u>Detail</u>	<u>2023/2024</u>	<u>2022/2023</u>
		<u>£</u>	<u>£</u>
(i) <b><u>Buildings</u></b>			
Town Hall	Re-stated 14/15 per PKF Littlejohn	722,007.00	722,007.00
Town Hall House	Re-stated 14/15 per PKF Littlejohn	433,207.00	433,207.00
Assembly Rooms	Re-stated 14/15 per PKF Littlejohn	526,465.00	526,465.00
Community Hall	Re-stated 14/15 per PKF Littlejohn	205,323.00	205,323.00
Maude Pavillion	Re-stated 14/15 per PKF Littlejohn	210,596.00	210,596.00
<b>Sub Total (1)</b>		<b>2,097,598.00</b>	<b>2,097,598.00</b>
(ii) <b><u>Equipment</u></b>			
<b><u>Town Hall</u></b>			
Object D'Art - Listed (1)	Re-stated 14/15 per PKF Littlejohn	867,673.00	867,673.00
Object D'Art - Other (2)	Re-stated 14/15 per PKF Littlejohn	0.00	0.00
(Including cannon on Flagstaff Land, less bell )			
<b><u>Office/Business</u></b>			
Business Equipment	Proxy Value/Cost		
<b><u>For all Halls</u></b>			
Including:			
Town Hall inc Garden	Proxy Value/Cost	142,868.45	126,366.68
Assembly Rooms	Proxy Value		
Community Hall	Proxy Value		
Maude Pavillion	Proxy Value		
Town Hall House	Proxy Value		
Public Clock	Proxy Value	31,213.00	31,213.00
<b>Sub Total (2)</b>		<b>1,041,754.45</b>	<b>1,025,252.68</b>
(iii) <b><u>Land/Open Spaces</u></b>			
St Martins Field	Nominal Value	1.00	1.00
Fairfield Road			
- Recreation ground	Nominal Value	1.00	1.00
Sports Field and			
- Parking Area	Nominal Value	1.00	1.00
Allotment Land			
- Allotment Plots	Nominal Value	1.00	1.00
Flagstaff Land	Nominal value	1.00	1.00
The Greens	Nominal value	1.00	1.00
Land in Church Road			
(Purchased 2001)	Purchase Price	30,000.00	30,000.00
Land at Forecourt of Seafeld House			
(Aquired during 2006/2007)	Nominal Value	1.00	1.00
A Rooms Memorial Gardens	Nominal Value	1.00	1.00
Town Hall Garden	Nominal Value	1.00	1.00
Land Surrounding			
Community Hall	Nominal Value	1.00	1.00
Garden of Remembrance			
(Purchased during 2017/2018)	Purchase Price	1,000.00	1,000.00
<b>Sub Total (3)</b>		<b>31,010.00</b>	<b>31,010.00</b>

\* Administered by St Martin's Field Charitable Trust with effect from 1st April 2009, although owned by New Romney Town Council.

		<u>2023/2024</u>	<u>2022/2023</u>
		<u>£</u>	<u>£</u>
(iv) <b>Play Equipment and Fixtures on Open Spaces *</b>			
a) <u>St Martins Field</u>			
Litter Bins x	Estimated Replacement	3,146.04	3,907.00
Plant Troughs x 4	" "	755.00	755.00
Benches/Seats x 10	" "	10,146.00	6,837.00
Tree Bench x 1	Cost	1,908.00	0.00
Monument (stone) x 1	Estimated Replacement	283.00	283.00
Metal Bollards (cast) x 3	" "	1,302.00	1,302.00
Metal Bollards 134 F + 10 R + padlocks	Cost	30,361.17	30,361.17
Human Sundial	Estimated Replacement	468.00	468.00
Signs	" "	253.00	253.00
<b>Sub Total (4)</b>		<b>48,622.21</b>	<b>44,166.17</b>
b) <u>Fairfield Road Recreation Ground</u>			
Play equipment and safety surfacing (inc. Multi Play Unit)	Estimated Replacement	68,333.54	68,333.54
Litter Bins x 5	" "		
Benches x 3	" "	4,396.94	4,396.94
Picnic Tables x 3 Bench x 1			
Picnic Table, Bench & Bin (2013)	Cost	1,686.00	1,686.00
Fencing/Gates	Estimated Replacement	26,303.00	26,303.00
Tulip Bins x 2	" "	412.00	412.00
Signs - Various	" "	1,378.00	1,378.00
Shelter x 1	" "	7,216.00	7,216.00
Bespoke Litter Bin x 1	" "	1,202.00	1,202.00
Skate Ramp (2013)	Cost	44,300.00	44,300.00
MUGA Goal Ends	"	20,797.00	20,797.00
Teenage Shelters x 2	Estimated Replacement	1,000.00	1,000.00
Treetop Towers (2022)	Cost	23,715.00	23,715.00
Multi Gym	Estimated Replacement	1,500.00	1,500.00
<b>Sub Total (5)</b>		<b>202,239.48</b>	<b>202,239.48</b>
c) <u>Sports Field</u>			
Fencing / Gates	Estimated Replacement	3,951.00	3,951.00
Water Tap/Stopcock & Hardstanding	" "	356.00	356.00
Signs x 2	" "	403.00	403.00
Litter Bins x 1	" "	931.94	931.94
<b>Sub Total (6)</b>		<b>5,641.94</b>	<b>5,641.94</b>
d) <u>Allotment Land</u>			
Gates x 3/Water Tap/ Stopcock/Hardstanding	Estimated Replacement	3,890.00	3,890.00
Fencing/Vehicular Gate	Cost	4,695.00	4,695.00
Storage container	Cost	1,400.00	1,400.00
Fencing to Mr Sleeps Land	Estimated Replacement	3,500.00	3,500.00
<b>Sub Total (7)</b>		<b>13,485.00</b>	<b>13,485.00</b>
e) <u>Flagstaff Land</u>			
Flag Pole	Cost	810.00	633.00
Benches x 3 (2 new 2013)	Estimated Replacement	2,979.00	2,979.00
Fencing & Shingled Area	" "	950.00	950.00
Bollards	Cost	8,700.00	8,700.00
Paving Slabs	Estimated Replacement	137.00	137.00
Litter Bins (1 x new 2013)	" "	750.00	750.00
Signage (new 2013)	" "	258.00	258.00
Notice Board (2018/19)	Cost	2,767.00	2,767.00
Flowers, Trees & Shrubs	Estimated Replacement	373.00	373.00
(Cannon insured separately and listed in Objects D'Art)			
<b>Sub Total (8)</b>		<b>17,724.00</b>	<b>17,547.00</b>

		<u>2023/2024</u>	<u>2022/2023</u>
		<u>£</u>	<u>£</u>
f) <u>The Greens</u>			
Play Equipment	Estimated Replacement	47,125.00	47,125.00
6 x Concrete Bases 1 x Bin	" "	3,456.00	3,456.00
Outdoor Gym Equipment	Cost	24,545.00	24,545.00
Outdoor Gym Area - Fencing/Gates	"	12,287.00	12,287.00
Sun Shelter & Benches	Estimated Replacement	5,159.00	5,159.00
Fountain	" "	7,373.00	7,373.00
Dog Waste Bins x 2 Disposed 2:	Cost	0.00	986.90
Litter Bins x 12	Estimated Replacement	4,926.20	3,689.16
Benches x 11	" "	10,317.50	10,317.50
Benches x 5 2022/23	Cost	9,362.83	9,362.83
Benches x 6 2023/24	Cost	9,592.21	0.00
Picnic Benches x 2	Cost	1,378.00	1,378.00
Signs - Various	Estimated Replacement	1,008.20	1,008.20
Railings/Posts/Barriers	" "	8,587.00	8,587.00
Paths/Slabs/Gates	" "	1,292.00	1,292.00
1 x Beacon	" "	2,585.00	2,585.00
Small Shelter	" "	2,435.00	2,435.00
Fingerpost	" "	1,979.00	1,979.00
2 x Bollards	" "	395.00	395.00
1 x Town Notice Board	Estimated replacement	1,535.00	1,535.00
<b>Sub Total (9)</b>		<b>155,337.94</b>	<b>145,495.59</b>
g) <u>Land in Church Road</u>			
Fencing and gate	Estimated Replacement	2,064.00	2,064.00
<b>Sub Total (10)</b>		<b>2,064.00</b>	<b>2,064.00</b>
h) <u>Town Square (Forecourt of Seafield House)</u>			
Benches x 2	Estimated Replacement	2,566.00	2,566.00
Plaques	" "	283.00	283.00
Paving Slabs and Installation	" "	16,002.00	16,002.00
Litter Bin & Installation	" "	1,264.00	1,264.00
1 x Notice Board	" "	2,117.00	2,117.00
External Power Supply (2018/19)	Cost	1,126.66	1,126.66
<b>Sub Total (11)</b>		<b>23,358.66</b>	<b>23,358.66</b>
i) <u>New Romney Garden of Remembrance T/frd to NRTC 2018</u>			
WW1 Bench x 2	Cost	1,442.00	1,442.00
Lest we Forget Bench x 1	Cost	759.50	759.50
WW1 Litter Bin x 1	Cost	594.50	594.50
WW1 Lectern x 1	Cost	1,263.50	1,263.50
Tommy Silhouette (2018/19)	Cost	811.92	811.92
<b>Sub Total (12)</b>		<b>4,871.42</b>	<b>4,871.42</b>
j) <u>Street Furniture (In Town not all Town Council land)</u>			
Fingerposts x 3	Estimated Replacement	5,181.00	5,181.00
(2 x adj. A259 George Lane/West Street)			
(1 outside One Shop Services Church Approach)			
1 x Planter (Adj. to West St car park)	"	2,564.00	2,564.00
1 x Commemorative Bench - Magnox 2022	Cost	1,769.00	1,769.00
<b>Sub Total (13)</b>		<b>9,514.00</b>	<b>9,514.00</b>
k) <u>Items on Loan to New Romney Bowls Club</u>			
HMS Romney Bell	Re-stated 14/15 per PKF Littlejohn	1,722.00	1,722.00
<b>Sub Total (14)</b>		<b>1,722.00</b>	<b>1,722.00</b>

		<u>2023/2024</u>	<u>2022/2023</u>
		<u>£</u>	<u>£</u>
i) Miscellaneous			
Civic Robes 2022/2023	Cost	9539.45	9539.45
Festive Lighting	Cost	7,486.00	7,486.00
Equipment & Tooling	Cost	2,851.90	2,851.90
Town Xmas Tree Safety Stand	Cost	168.33	168.33
Event Shelter	Cost	268.30	268.30
<b>Sub Total (15)</b>		<b>20,313.98</b>	<b>20,313.98</b>
<b>INFORMATIVE:</b>			
<b>Play Equipment</b>			
(Excluding muga goal ends and skate ramp which are valued separately)			
i) <u>Fairfield Road Recreation Ground</u>			
1 x Double Bay Childrens Swings (2018/19)	}		
1 x New Romney Express (2016/17)			
1 x Tom Thumb Unit (sited 2015)			
1 x Kidabout (roundabout)			
Wet Pour Safety Surfacing		68,333.54	68,333.54
Basket Swing			
Rock n Cross			
Inclusion Swing Bay			
Multi Play Unit			
Mound Slide - Disposal 2021/22 £15000.00			
<b>Total Valuation</b>		<b>68,333.54</b>	<b>68,333.54</b>
ii) <u>The Greens Adventure Play Area</u>			
Swing Bay, Freerider, Climb/Slide, Rocking Bowl, Fish & Chip Trail	}		
Pirate Ship, Maggot Slide			
Signage			
2 x Benches (These are situated within the fenced play area)		47,125.00	47,125.00
2 x Litter Bin			
Mulch Play Surface			
Metal Fencing and Gates			
<b>Total Valuation</b>		<b>47,125.00</b>	<b>47,125.00</b>
iii) <u>The Greens Outdoor Gym Area</u>			
Concrete Bases x 6 Bin x 1	}	3,456.00	3,456.00
Treadmill/Oblique			
Laterall Pull Down/Shoulder Press			
Leg Press/Bench			
Cross Trainer			
Hand Bike		24,545.00	24,545.00
Spinning Bike			
Triple Step Up			
Pull Ups/Assisted Pull Ups			
Bow Top Fencing 2 x Gates		12,287.00	12,287.00
<b>Total Valuation</b>		<b>40,288.00</b>	<b>40,288.00</b>

**NB.** Wef 2013/14, following the advice of PKF Littlejohn LLP, Fixtures & Fittings and Play Equipment are no longer increased by 2.5% , which had previously been undertaken to account for inflation.  
Wef 2014/15, following an 'except for' opinion from PKF Littlejohn; Buildings, Object D'art & Romney Bell valuations have been re-stated at their 2011/2012 values.

**SUMMARY OF FIXED ASSETS**  
**AT 31st MARCH 2024**

			<u>2023/2024</u>	<u>2022/2023</u>
			£	£
1	Buildings		2,097,598.00	2,097,598.00
2	Equipment	Town Hall		
		Assembly Rooms	1,041,754.45	1,025,252.68
		Community Hall		
3	Land/Open Spaces		31,010.00	31,010.00
4	St. Martins Field	Fixtures	48,622.21	44,166.17
5	Fairfield Rd. Rec.	Fixtures	202,239.48	202,239.48
6	Sports Field		5,641.94	5,641.94
7	Allotment Land		13,485.00	13,485.00
8	Flagstaff Land		17,724.00	17,547.00
9	The Greens		155,337.94	145,495.59
10	Land in Church Rd.		2,064.00	2,064.00
11	Town Square		23,358.66	23,358.66
12	Garden of Remembrance		4,871.42	4,871.42
13	Street Furniture		9,514.00	9,514.00
14	Item on Loan		1,722.00	1,722.00
15	Miscellaneous		20,313.98	20,313.98
	<b>TOTAL</b>		<b>3,675,257.08</b>	<b>3,644,279.92</b>

\* Administered by St Martin's Field Charitable Trust with effect from 1st April 2009 on the instructions of The Audit Commission

**2023/24 Fixed Assets Additions & Disposals**

<b>Additions</b>	Cost
Commemorative Bench + White - Kemp - New Site = No Disposal	£ 1,579.92
Commemorative Bench + Plinth - Alexander - New Site = No Disposal	£ 1,650.79
Commemorative Bench + Plinth - Ashdown - New Site = No Disposal	£ 1,650.79
Commemorative Bench + Plinth - Walker - New Site = No Disposal	£ 1,650.79
Commemorative Bench + Plinth - Sullivan - New Site = No Disposal	£ 1,529.96
Commemorative Bench + Plinth - Dighe - New Site = No Disposal	£ 1,529.96
Commemorative Bench + Plinth - Payne - New Site = No Disposal	£ 2,922.00
4 x Glasdon Litter Bins	£ 2,474.08
Flagpole	£ 810.00
Platform Lift	£ 18,251.00
Queens Jubilee 1/2 Tree Bench (Donated by StMF Charity)	£ 1,908.00
Kings Coronation Bench	£ 1,887.00
	<u>£ 37,844.29</u>

<b>Disposals</b>	Asset Value
2 x U/S Dog Waste Bins	£ 986.90
U/S Flagpole	£ 633.00
Obsolete Lenovo Tablets	£ 2,834.23
U/S Projector	£ 150.00
U/S Telephone Handset	£ 264.00
U/S Chairlift (Nominal Value)	£ 1.00
2 x U/S Cast Litter Bins	£ 1,998.00
	<u>£ 6,867.13</u>
<b>Net increase in fixed assets</b>	<u><u>£ 30,977.16</u></u>

**YEAR ENDED 31ST MARCH 2024**  
**AGREEMENTS, LEASES & LOANS**

- (i) **Town Hall House**  
(a) The property is let as a private residence under an Assured Shorthold Tenancy.  
(b) Rent for 2023/2024 = £650.00 pcm x 2/12 £700.00 pcm x 10/12 - Reviewable annually on anniversary.

- (ii) **364 Day agreement with New Romney Sports Club**  
(a) The Sports Field and Maude Pavillion are currently let on a 364 day agreement to the Maude Pavilion Facilities Association.  
(b) Rent for 2023/2024 = £1,200.00 per annum x 3/12 £1,440.00 per annum x 9/12 - Reviewable annually.  
The low rental takes into account grounds maintenance undertaken by the tenant  
**NB:** Notice given April 2024 - Site being developed.

- (iii) **Agreement with TS Veteran Sea Cadets re: Land at The Green**  
(a) Indefinite agreement terminated by six months notice by either party at the end of the year.  
The year runs 1st April to 31st March.  
  
(b) Rent for 2023/2024 = £250.00 per annum - Reviewable annually.

- (iv) **Land at Coney Banks Church Road, New Romney**  
(a) Land at Coney Banks (Church Lane) is currently let to E Prior & Son on a 364 day agreement.  
(b) Rent for 2023/2024 = £600.00 per annum - Reviewable annually.

- (v) **Loan Agreement with New Romney Bowls Club**  
(a) The HMS Romney Ship's Bell has been on long term loan to New Romney Bowls Club since the 1960's. A loan agreement was prepared during 2006/2007:  
The loan is on a 3 year renewable basis with the Bowls Club responsible for the insurance.  
(b) There is a nominal charge of £5.00 made for the 3 year loan period.

- (vi) **Agreement with Southlands Almshouse Trust for use of Town Hall**  
(a) Use by the Trust for a postal address, and for provision of room to collect rents and conduct interviews, and for provision of Council Chamber for meetings of the Trust.  
(b) Rent for 2023/2024 = £200.00 payable annually in arrears - Reviewable annually  
**NB:** Currently using the Assembly Rooms due to Council Chamber access issues.

- (vii) **Agreement for use of The Community Hall**  
(a) The Community Hall is currently let on a 364 day agreement to Baby Seashells Nursery.  
(b) Rent for 2023/2024 = £6,600.00 per annum - Reviewable annually

- (viii) **General Service Agreements**  
General Service Agreements as follows:

<u>Service Provision</u>	<u>Term of Agreement</u>	<u>Total Value (inc.VAT)</u>
Allotment Gardens Grounds Maint brought in-house and contract terminated (Ad-hoc cuts at £65.00 per cut).		
The Greens Grounds Maintenance	3 Years (1.4.21/31.3.24)	£ 7,344.00
Flagstaff Land Grounds Maintenance	3 Years (1.4.21/31.3.24)	£ 2,505.60
Fairfield Rd Recreation Ground Grounds Maintenance	3 Years (1.4.21/31.3.24)	£ 5,227.20
Church Lane Ditch Management	1 Year (1.4.23/31.3.24)	£ 374.40

- (ix) **Pavement User Agreements**  
Town Square 364 Day Agreement - Savages 29/3/23 to 27/3/24 Inc - Fee £5.00 (inc VAT) Licence surrendered 12.9.23  
Town Square 364 Day Agreement - Bakery 64 29/3/23 to 27/3/24 Inc - Fee £40.00 (inc VAT)  
Town Square 364 Day Agreement - Balance Bar Ltd 27/7/23 to 25/7/24 Inc - Fee £48.00 (inc VAT)

**ANNUAL RETURN ACCOUNTING BALANCES FOR THE YEAR 2023/2024**

<b>BOX</b>		<b>31.3.23</b>	<b>31.3.24</b>	<b>Variance £</b>	<b>Variance %</b>
1	Balances Brought Forward	1,217,212	2,342,134		
2	Annual Precept	363,553	374,894	11,341	3.12%
3	Total Other Receipts	1,179,193	1,099,791	-79,402	-6.73%
4	Staff Costs	140,391	150,835	10,444	7.44%
5	Loan Interest / Capital Repayments	NIL	NIL		
6	Total Other Costs	277,433	410,433	133,000	47.94%
7	Balances Carried Forward	2,342,134	3,255,551		
8	Total Cash and Short Term Investments	2,352,628	3,267,130		
9	Total Fixed Assets	3,644,280	3,675,257	30,977	0.85%
10	Total Borrowings	NIL	1,000,000		

**New Romney Town Council**  
**Accounts for the year ended 31st March 2024**  
**Variance in Boxes (3,4,5,6,9 and 10) in Section 1 of the Annual Return**

There are boxes for which the variance since last year is more than 15%, or include compensating variances, they are as follows:

<b>Box 3</b>	<u>Decrease from £1,179,193 to £1,099,791</u>	
	Decrease of £79,402 = 6.73%	
	This can be accounted for as follows:	
i	Decrease in Land Sale Income	1,129,000
	<u>Less</u>	
ii	Increase in DMO PWLB Loan Income	1,000,000
iii	Increase in Bank & Investment Interest Income	29,339
iv	Increase in CIL Receipts	14,048
v	Increase in Commemorative Bench Contributions Income	4,124
vi	Increase in Hut & Winch Site Rental Income	1,015
vii	Increase in The Greens Hire Fees	500
viii	Increase in Town Hall House Rental Income	500
ix	Marginal variations in other income	72
		<hr/> 79,402

<b>Box 6</b>	<u>Increase from £277,433 to £410,433</u>	
	Increase of £133,000 = 47.94%	
i	This can be accounted for as follows:	
ii	Increase in Capital Project (CHSPNP) Expenditure	98,702
iii	Increase in Town Hall Stairlift Replacement Expenditure	18,251
iv	Increase in Town Hall Redecoration Expenditure	17,413
v	Increase in Town Hall Roof Repair Expenditure	15,870
vi	Increase in Assembly Rooms Roof & Brickwork Repair Expenditure	11,319
vii	Increase in Town Hall Central Heating System Replacement Expenditure	8,425
viii	Increase in Commemorative Bench Expenditure	7,588
ix	Increase in Tree Inspection/Surgery Expenditure	6,621
x	Increase in IT Upgrade Expenditure	4,915
xi	Increase in Legal & Professional Expenditure	4,367
xii	Increase in Town Hall House Dormer Window Repairs/Replacement Expenditure	4,179
xiii	Increase in General Repairs & Maintenance Expenditure	3,564
xiv	Increase in Town Hall Electrical Upgrade Expenditure	3,225
xv	Increase in Grants Funding Expenditure	3,600
xvi	Increase in Planning Application/Drawings Expenditure	3,335
xvii	Increase in Litter Bin Replacement Expenditure	2,474
xviii	Increase in Town Trail Installation Expenditure	1,370
xix	Increase in Gas Expenditure	1,274
xx	Increase in Events/Festivities Expenditure	935
xxi	Increase in Councillor Training Expenditure	881
xxii	Increase in Traffic Survey Expenditure	740
xxiii	Increase in Insurance Expenditure	724
xxiv	Increase in Toilet Block Cleaning/Maintenance Expenditure	516
xxv	Increase in Bank Charges Expenditure	344
xvi	Increase in Subscription Expenditure	327
xxvii	Increase in StMF Grounds Maintenance Expenditure	320



xxviii	Increase in Flood Signage Expenditure	295
xxix	Increase in Small Tools & Consumables Expenditure	260
xxx	Increase in Flags Expenditure	241
	Less	
xxxi	Decrease in Grant Repayment Expenditure	25,000
xxxii	Decrease in Civic Robe Replacement Expenditure	9,506
xxxiii	Decrease in Festive Lighting Expenditure	7,207
xxxiv	Decrease in Snug in the Hub Funding Expenditure	6,000
xxxv	Decrease in By-Election Expenditure	5,878
xxxvi	Decrease in Bollard Expenditure	9,096
xxxvii	Decrease in Office Equipment Expenditure	5,258
xxxviii	Decrease in Public Clock Expenditure	3,876
xxxix	Decrease in Roof & Rainwater Goods Inspection Expenditure	3,328
xxxx	Decrease in Assembly Rooms Flooring Expenditure	3,000
xxxxi	Decrease in Recruitment & Training Expenditure	2,086
xxxxii	Decrease in Structural Survey Expenditure	1,395
xxxxiii	Decrease in IT Support Expenditure	1,076
xxxxix	Decrease in Tree Nursery Preparation Expenditure	995
xxxxx	Decrease in Phone/Internet Expenditure	873
xxxxxi	Decrease in Historical VAT Adj. Expenditure	778
xxxxxii	Decrease in Play/Gym Equipment Maintenance Expenditure	620
xxxxxiii	Decrease in Mayor's Allowance Expenditure	562
xxxxxiv	Decrease in Misc Equipment Purchase & Repair Expenditure	463
xxxxxv	Decrease in Hut & Winch Site Deposit Refund Expenditure	450
xxxxxvi	Decrease in Workwear/PPE Expenditure	417
xxxxxvii	Decrease in General Grounds Maintenance Expenditure	297
xxxxxviii	Decrease in Publications Expenditure	256
xxxxxix	Decrease in Allotment Deposit Refund Expenditure	220
xxxxxx	Marginal Variations in Other Expenditure	438
		133,000

**New Romney Town Council**  
**ANNUAL RETURN - Box 7 is more than twice Box 2**

This is because we are holding capital receipts from two land sales, the first of which was in the original sum of £683,453.00 (this figure has reduced by the expenditure incurred to date on the C Hall/S Pav Project) This project is included within the Town Council's approved Capital Spending Plan.

*Community Hall/Sports Pavilion Project (rising costs resulted in the project now being of a budget led approach, a revised planning application has been approved and the project has now commenced).*

The second is in the sum of £1,129,000.00 which has also been earmarked for the C Hall/S Pav Project.

NB: We are also in receipt of a DMO - PWLB Loan in the sum of £1,000,000.00 which also relates to the afore-mentioned project.

**New Romney Town Council - Current Year**  
**Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2024**  
Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year</u>	<u>This Year</u>
	<b>Total Reserves</b>	<b>2,342,133.50</b>	<b>3,255,550.67</b>
100	Debtors	371.73	552.03
105	VAT Control Account	4,568.30	3,620.85
110	Prepayments	9,009.41	14,271.42
	<b>Less Total Debtors</b>	<b>13,949.44</b>	<b>18,444.30</b>
500	Creditors	7,979.13	9,430.39
510	Accruals	10,951.56	11,826.76
520	Receipts in Advance	2,773.00	256.75
530	Pension Liability	0.00	2,847.30
531	HMRC Liability	0.00	1,702.67
560	Allotment Deposits	640.00	960.00
561	Hut & Winch Site Deposits	2,100.00	3,000.00
	<b>Plus Total Creditors</b>	<b>24,443.69</b>	<b>30,023.87</b>
	<b>Equals Total Cash and Bank Accounts</b>	<b>2,352,627.75</b>	<b>3,267,130.24</b>
200	Nat West Current A/c	500.00	500.00
205	Unity Trust Current A/c	77,139.89	134,186.67
210	Lloyds Bank Business A/c	868,501.10	585,478.87
215	Nat West Business Reserve A/c	754,785.67	388,344.11
225	Lloyds Bank I/A Online Saver	0.00	1,506,877.55
250	Petty Cash	248.09	290.04
260	NS&I Income Bond	651,453.00	651,453.00
	<b>Total Cash and Bank Accounts</b>	<b>2,352,627.75</b>	<b>3,267,130.24</b>

**New Romney Town Council**  
**Analysis of Purchase Ledger Creditors & Sales Ledger Debtors @ 31 March 2024**

<u>Purchase Ledger Creditors</u>			<u>Sales Ledger Debtors</u>		
BAX001	Calligraphy	155.00	JOY001	Assembly Rooms I	17.40
BIL001	Maintenance Mats	24.42	KCC001	Assembly Rooms I	205.20
BRI259	Gas	409.82	SOU001	Room Hire/Admin I	249.72
BRI435	Gas	234.45	REY001	Site Fees	79.71
CHU001	Alarm System Maint	459.94			552.03
EDF700	Electricity	-95.00			
FLA001	Flagpole	972.00			
MPR001	IT Support/VOIP System	487.56			
PIG001	Flags	289.26			
ROB001	Internal Audit Fees	175.00			
ROL001	Maintenance Mats	108.15			
SHB001	Payroll Outsourcing	154.98			
SYN001	Consultancy	5,820.00			
THR001	Mobile Phone	26.40			
TRO001	Broadband	58.07			
VEO001	Waste	150.34			
		<u>9 430.39</u>			

## New Romney Town Council

### Community Infrastructure Levy Financial Implications

New Romney Town Council must make arrangements for the proper administration of its financial affairs as set out in Section 151 of the Local Government Act 1972. We must also have systems in place to ensure effective financial control in accordance with the Accounts and Audit (England) Regulations 2011. These requirements also apply when dealing with the neighbourhood funding payments under the CIL (Community Infrastructure Levy).

The Town Council is responsible for spending CIL funds within 5 years of receipt or run the risk of Folkestone & Hythe District Council recovering the charge. If the Town Council does not wish to receive some or all of its CIL funding they must write to Folkestone & Hythe District Council informing them - but at any time the Town Council can resume their right to receive funding by writing again.

The Town Council is required under Regulation 62A of the CIL Regulations to publish on its website the amount of CIL received and spent within the area together with a summary of the projects on which CIL was spent, details of any CIL returned to Folkestone & Hythe District Council and any balances brought forward from previous years. This should occur no later than the 31st December following the reporting year (1st April to 31st March). The Town Council has invoiced Folkestone & Hythe District Council for the following planning approvals and a summary of the projects it has been spent on will be prepared and published once agreed.

#### New Romney Town Council - Invoiced CIL 2023/2024

None

#### New Romney Town Council - CIL Report 31st March 2024

CIL Receipts		£	14,048.32
CIL Expenditure		£	-
Summary of items on which CIL has been spent	£	-	
Amount of each item	£	-	
Amount of CIL repaid following a repayment notice		£	-
Amount of CIL for 2023/2024 retained at 31st March 2024		£	14,048.32
Amount of CIL from previous years retained at 31st March 2024		£	12,282.47

## Annual Internal Audit Report 2023/24

NEW ROMNEY TOWN COUNCIL

www.newromney-ec.gov.uk ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

20/02/2024 03/06/2024

DD

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR LIONEL ROBBINS

Signature of person who carried out the internal audit

SIGNATURE

Date

03/06/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

NEW ROMNEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.NEWROMNEY-TC.GOV.UK



## Section 2 – Accounting Statements 2023/24 for

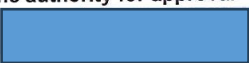
NEW ROMNEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,217,212	2,342,134	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	363,553	374,894	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,179,193	1,099,791	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	140,391	150,835	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	277,433	410,433	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,342,134	3,255,551	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2352,628	3,267,130	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,644,280	3,675,257	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	1,000,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 D  
Date 

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

NEW ROMNEY TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2023/24

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

END