

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk

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

Tel: New Romney 01797 362348

Ref: CN/3005

16th June 2025

Dear Councillor,

SUMMONS TO ATTEND AN ESPECIAL MEETING OF NEW ROMNEY TOWN COUNCIL, TO BE HELD IN THE ASSEMBLY ROOMS, CHURCH APPROACH, NEW ROMNEY, ON MONDAY 23rd JUNE 2025 AT 6.45PM.

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

Yours sincerely,

C T Morris

Mrs C T Morris
Deputy Town Clerk & Responsible Financial Officer

Email: 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 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

**ESPECIAL FULL COUNCIL MEETING
MONDAY 23RD JUNE 2025 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 ACTIONS UNDERTAKEN IN LIGHT OF INTERNAL AUDITORS REPORT ISSUED FOR 2023-24 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.

5. REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL (Encs*):

(i) To receive and approve the report of the Internal auditor on Internal Control Procedures for 2024-25 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 2025-26 was approved on 14th April 2025 (Minute ref: 663/2024-25(ii)(d) refers).

(b) To note any significant control issues highlighted by the Town Council's appointed Internal Auditor in respect of 2024-25.

(iii) In light of the above, to confirm the effectiveness of Internal Control Procedures for 2024-25.

6. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT FOR 2024-25:

To assess the following points and confirm effectiveness in respect of the 2024-25 Internal Audit process:

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

7. END OF YEAR ACCOUNTS AND ANNUAL RETURN 2025 (Encs*):

(i) The Council is required to approve the **detailed Annual Accounts for the year ending 31st March 2025** (Attached hereto*).

(ii) Following approval of the Detailed Annual Accounts for the year ending 31st March 2025, the Council is required to formally resolve to approve the **Statutory Annual Return, including (a) the Annual Governance Statement for 2024-25 and (b) the Accounting Statements for 2024-25.**

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 2024-25 will then commence on Wednesday 25th June 2025 and conclude on Tuesday 5th August 2025.

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 – 16th June 2025

**REVIEW OF ACTIONS UNDERTAKEN IN LIGHT OF INTERNAL AUDITORS
REPORT 2023-24**

There were no significant control issues identified in the 2023-24 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 2024-25

(i) Internal Audit Report 2024-25

NEW ROMNEY TOWN COUNCIL INTERNAL AUDIT REPORT 2024-25

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 2024-25 and have been able to complete the Annual Internal Audit Report for the 2024-25 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 2024-25.

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 4 February and 4 June 2025.

PREVIOUS AUDITS:

External Audit Certificate 2023-24:

Mazars' report dated 25 September was without qualification or comment. Their covering letter also dated 25 September did not include any "minor scope for improvement" items. The report was considered at the Council's meeting on 10 March 2025 with no actions being required.

Internal Audit 2023-24:

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.

I found the financial records to be accurate and up to date. I found nothing in the minutes to indicate any issues around legal obligations, the council's actions or its general functioning.

I discussed with your officers that the bank reconciliations from the accounting system include transfers between accounts which will need to be removed from the version to accompany the AGAR Statements.

I had taken note of and included tests in respect of the Community Hall works in my review.

I have nothing further to report.

**Lionel Robbins
Independent Internal Auditor
14 June 2025**

- (ii) **Statement of Intent 2025-26** (Approved by Full Council 14th April 2025 - 663/2024-25 - Subsequently completed & signed by the Internal Auditor).



Appendix 2(ii)(b)

NEW ROMNEY TOWN COUNCIL



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

1. SCOPE OF RESPONSIBILITY

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

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

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

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

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

3. THE INTERNAL CONTROL ENVIRONMENT

The Council :

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

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

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

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

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

The Clerk to the Council/Responsible Financial Officer :

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council has also appointed a Responsible Financial Officer who is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with law and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Approved by Full Council: 14th April 2025
Last Reviewed:

Payments :

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

Risk Assessments/Risk Management :

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

Internal Audit :

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

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

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

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

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

External Audit :

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

4. REVIEW OF EFFECTIVENESS

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

- (i) The Full Council
- (ii) The Clerk/Responsible Financial Officer to the Council who have responsibility for the development and maintenance of the internal control environment and managing risks.
- (iii) The Independent Internal Auditor who reviews the Council's system of Internal control.
- (iv) Mazars LLP, the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Officer, the Chairman and the Internal Auditor. The Audit Commission issues an annual audit certificate.
- (v) The number of significant issues that are raised during the year.
- (vi) Ensuring an adequate system of internal control throughout the year will enable the Council to give a positive response to Box 2 of the Annual Governance Statement.

5. **SIGNIFICANT INTERNAL CONTROL ISSUES 2024/2025**

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

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

(Delete as necessary**)



.....
Signature of Internal Auditor

Dated 4th June 2025

.....

Signature of Chairman

Dated

.....

Signature of Clerk

Dated

.....

Signature of Responsible Financial Officer

Dated

Approved by Full Council: 14th April 2025
Last Reviewed:

END OF YEAR ACCOUNTS AND ANNUAL RETURN

NEW ROMNEY TOWN COUNCIL

ANNUAL ACCOUNTS
AND
SUPPORTING INFORMATION
FOR THE YEAR
01.04.24 TO 31.03.25

Prepared By: Responsible Financial Officer - Mrs C. T. Morris BSc (Hons) - 3rd June 2025

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NEW ROMNEY TOWN COUNCIL

BANK RECONCILIATION

FINANCIAL YEAR ENDING 31 MARCH 2025

PREPARED BY: MRS C T MORRIS - RESPONSIBLE FINANCIAL OFFICER

(i) <u>Bank Reconciliation</u>		<u>2024/25</u>	<u>2023/24</u>
		<u>£</u>	<u>£</u>
Balance brought forward @	1st April 2024	3,267,130.24	2,352,627.75
<u>Add</u>	Receipts for year	6,166,286.69	5,040,409.66
		9,433,416.93	7,393,037.41
<u>Less</u>	Payments for year	7,723,701.38	4,125,907.17
<u>Balance @ 31st March 2025</u>		<u>1,709,715.55</u>	<u>3,267,130.24</u>
<u>Met By:</u>			
National Savings Income Bonds		10,453.00	651,453.00
Lloyds Bank Corporate Card		0.00	0.00
Unity Trust Bank Current Account		121,700.28	134,186.67
Lloyds Bank Business Account		17,929.45	585,478.87
Nat West Business Reserve Account		66,156.04	388,344.11
Nat West Current Account		500.00	500.00
Petty Cash		178.00	290.04
Lloyds Bank I/A O/L Saver		1,492,798.78	1,506,877.55
<u>Balance @ 31st March 2025</u>		<u>1,709,715.55</u>	<u>3,267,130.24</u>
<u>Outstanding Cheques:</u>		<u>Outstanding Lodgements:</u>	
<u>Chq No</u>	<u>Amount</u>		
None	0.00	None	0.00
<u>Total</u>	<u>0.00</u>		<u>0.00</u>

Summary of Receipts & Payments

	O/Bal 1/4/24	Receipts	Payments	C/Bal 31/3/25
Nat West C Acc	500.00	1,133,506.38	1,133,506.38	500.00
Unity Trust C Acc	134,186.67	428,502.88	440,989.27	121,700.28
Lloyds C Acc	585,478.87	3,429,175.50	3,996,724.92	17,929.45
Nat West Reserve Acc	388,344.11	383,043.99	705,232.06	66,156.04
Petty Cash	290.04	780.00	892.04	178.00
Corporate Card	0.00	5,356.71	5,356.71	0.00
Lloyds I/A O/L Acc	1,506,877.55	785,921.23	800,000.00	1,492,798.78
	<u>2,615,677.24</u>	<u>6,166,286.69</u>	<u>7,082,701.38</u>	<u>1,699,262.55</u>
National Savings Income Bonds	651,453.00	0.00	641,000.00	10,453.00
	<u>3,267,130.24</u>	<u>6,166,286.69</u>	<u>7,723,701.38</u>	<u>1,709,715.55</u>

BALANCE SHEET @ 31ST MARCH 2025

		<u>2024/25</u> £	<u>2023/24</u> £
<u>Long Term Asset</u>			
Investment - National Savings Income Bonds		<u>10,453.00</u>	<u>651,453.00</u>
<u>Current Assets</u>			
(i)	<u>Sales Ledger Debtors</u>	224.12	552.03
(ii)	<u>Payments in Advance</u>	25,775.16	14,271.42
	(a)	<u>25,999.28</u>	<u>14,823.45</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	121,700.28	134,186.67
	Lloyds Bank Business Account	17,929.45	585,478.87
	Nat West Business Reserve Account	66,156.04	388,344.11
	Lloyds Bank Corporate Card	0.00	0.00
	Petty Cash	178.00	290.04
	Lloyds Bank I/A Online Saver	1,492,798.78	1,506,877.55
	(b)	<u>1,699,262.55</u>	<u>2,615,677.24</u>
(iv)	<u>VAT Refund Due</u>	112,094.35	3,620.85
	(c)		
<u>Total of Current Assets</u>		<u>1,837,356.18</u>	<u>2,634,121.54</u>
	(a+b+c)		
<u>Current Liabilities</u>			
(i)	Purchase Ledger Creditors	302,696.16	9,430.39
(ii)	Accruals	11,316.29	11,826.76
(iii)	Pension Liability	148.99	2,847.30
(iv)	HMR&C Liability	3,680.81	1,702.67
(v)	Receipts - In Advance	504.10	256.75
(vi)	Allotment Deposits	2,680.00	960.00
(vii)	Hut & Winch Deposits	4,500.00	3,000.00
(viii)	Damage Deposits	150.00	0.00
<u>Total of current Liabilities</u>		<u>325,676.35</u>	<u>30,023.87</u>
<u>Summary</u>			
Long Term Assets		10,453.00	651,453.00
<u>Add</u>	Current Assets	1,837,356.18	2,634,121.54
<u>Less</u>	Current Liabilities	<u>325,676.35</u>	<u>30,023.87</u>
<u>Total Net Assets</u>		<u>1,522,132.83</u>	<u>3,255,550.67</u>
Met by Balances in Reserve Funds - Please see page 17 for the summary of Reserve Fund Balances			
<u>INFORMATIVE</u>			
Total Cash and Investments	Cash at Bank	1,699,262.55	2,615,677.24
	Investments	<u>10,453.00</u>	<u>651,453.00</u>
	Total	<u>1,709,715.55</u>	<u>3,267,130.24</u>

NEW ROMNEY TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNTS
PLUS VAT RECONCILIATION
FOR THE YEAR ENDED 31ST MARCH 2025

INCOME 1ST APRIL 2024 - 31ST MARCH 2025

	<u>2024/25</u>	<u>2023/24</u>
	<u>£</u>	<u>£</u>
<u>Finance & General Purposes Committee</u>		
Town Hall House	8,800.00	8,300.00
Precept	396,952.00	374,894.00
Bank & Investment Interest	42,933.00	41,189.00
Southlands Trust	150.00	150.00
Misc.	203.00	471.00
Land Sale	0.00	171.00
Street Furniture - Non NRTC Land	0.00	1,590.00
Street Furniture - NRTC Land	2,982.00	12,363.00
Sports Field & Maude Pavilion	120.00	1,380.00
The Greens	2,483.00	1,226.00
The Greens - Hut & Winch Sites	8,480.00	6,580.00
Land at Coney Banks (Church Road)	600.00	600.00
Allotment Plots	2,610.00	2,641.00
Wayleaves	53.00	63.00
Assembly Rooms	1,383.00	2,379.00
Community Hall	6,600.00	6,600.00
Town Square - Cinque Ports Place	40.00	40.00
CIL Receipts	16,873.00	14,048.00
DMO PWLB	0.00	1,000,000.00
S106	785,077.00	0.00
Rounding Difference	0.00	0.00
<u>TOTAL INCOME FOR THE YEAR</u>	<u>1,276,339.00</u>	<u>1,474,685.00</u>

NB:

Personnel Panel - No income received

Planning Committee - No income received

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

2024/25 Converted to round pounds to match Omega I & E Reports

EXPENDITURE 1ST APRIL 2024 - 31ST MARCH 2025

	<u>2024/25</u>	<u>2023/24</u>
	<u>£</u>	<u>£</u>
<u>Finance & General Purposes Committee (i)</u>		
Town Hall	14,142.00	79,994.00
Town Hall House	2,002.00	7,677.00
Assembly Rooms	11,837.00	21,489.00
Assembly Rooms - Car Park Re-surfacing	38,400.00	0.00
Community Hall	321.00	604.00
Sports Field & Maude Pavilion	670.00	11,866.00
Sports Field - Drainage	26,324.00	0.00
Sports Field - Portaloo	2,803.00	0.00
MCC - Utilities	1,215.00	0.00
MCC Annexe - Utilities	469.00	0.00
Fairfield Road Recreation Ground	3,179.00	4,990.00
The Greens	5,178.00	12,643.00
The Greens - Beacon	7,973.00	0.00
The Greens - Toilet Block Cleaning/Maint	7,245.00	0.00
Flagstaff Land - Princess Diana Garden	2,326.00	1,820.00
Allotments	1,135.00	1,650.00
High St Planter	156.00	0.00
Garden of Remembrance	26.00	63.00
Town Square - Cinque Ports Place	0.00	0.00
Street Furniture - Non NRTC Land (inc StMF Planters)	4,101.00	1,655.00
<u>Admin & Misc Cost Centre 275</u>		
Insurance	6,622.00	6,195.00
Bank Charges	417.00	788.00
Subscriptions	3,201.00	4,140.00
Phone/Internet	2,553.00	2,314.00
IT Support & Equipment Maint (inc software & licences)	14,811.00	6,171.00
IT Upgrade	0.00	4,915.00
MCC - D & B	2,423,016.00	0.00
MCC (formerly CHSPNP) - Legal & Professional Fees	103,458.00	178,435.00
Legal & Professional Fees	11,437.00	5,767.00
Audit Fees	2,975.00	2,450.00
Town Council Elections	7,625.00	554.00
Donations - StMF	2,583.00	2,000.00
Donations/Grant Funding - Other (inc CIL funded)	14,000.00	6,000.00
Payroll Outsourcing	495.00	442.00
Small Tools & Consumables	806.00	1,368.00
Workwear/PPE	104.00	208.00
Furniture Storage	712.00	678.00
Business Mileage	791.00	949.00
Public Clock	1,770.00	184.00
Postage	444.00	285.00
Office Equipment	2,002.00	2,495.00
Printing & Stationery	945.00	545.00
Town Council Events	962.00	3,724.00
Mayors Allowance	3,524.00	3,938.00
Civic Robes/Uniform	24.00	119.00
Councillor Training	488.00	1,221.00
Recruitment & Training	440.00	135.00
HIP Traffic Surveys	0.00	740.00
Waste	772.00	0.00

	<u>2024/25</u>	<u>2023/24</u>
	<u>£</u>	<u>£</u>
Planning Application Fee	0.00	2,825.00
Town Trail	0.00	1,350.00
Festive Lighting (see Cost Centre 280)	0.00	1,086.00
The Greens - Deposit Refunds	0.00	250.00
The Greens - Hut & Winch Deposit Refunds	1,150.00	0.00
Allotments - Deposit Refund	480.00	0.00
Flood Signage/Cones	89.00	295.00
Town Hall Planning Application Drawings	530.00	510.00
Calligraphy	0.00	155.00
Flags	0.00	241.00
StMF	795.00	0.00
Year 1 Ditch Management	3,450.00	0.00
Confederation of Cinque Ports Podcast	1,000.00	0.00
DMO PWLB Capital Repayment	7,694.00	0.00
DMO PWLB Interest Repayment	52,201.00	0.00
Advertising	50.00	0.00
Misc Expenses - 275	1,225.00	3,306.00
275 Rounding Difference	-2.00	0.00
<u>Other Cost Centre 280</u>		
Litter Bins	0.00	2,474.00
Commemorative Benches	2,982.00	12,514.00
StMF Notice Board	3,165.00	
Contingency - Sports Field Drainage	10,000.00	0.00
Coronation Bench	0.00	2,552.00
MCC/MCC Annexe - Utilities	3,160.00	0.00
Festive Lighting (see Cost Centre 275)	1,234.00	0.00
Seawater Sampling	2,340.00	0.00
Councillor Robes	393.00	0.00
Other Misc Expenses - 280	884.00	620.00
280 Rounding Difference	0.00	2.00
F&GP Rounding Difference	-1.00	0.00
<u>Sub Total (i)</u>	<u>2,829,298.00</u>	<u>409,391.00</u>
<u>Planning Committee (ii)</u>		
HIP Expenditure	4,124.00	0.00
<u>Sub Total (ii)</u>	<u>4,124.00</u>	<u>0.00</u>
<u>Health & Wellbeing Committee (iii)</u>		
Expenditure	0.00	0.00
<u>Sub Total (iii)</u>	<u>0.00</u>	<u>0.00</u>

	<u>2024/25</u>	<u>2023/24</u>
	<u>£</u>	<u>£</u>
<u>Personnel Panel (iv)</u>		
Recruitment and Training (Paid from Reserve Fund)	304.00	988.00
Admin Salaries/PAYE/Ni/S Loan & Pension	106,030.00	103,884.00
Capital Project Staffing (Paid from Reserve Fund)	4,408.00	2,220.00
Caretaking Salaries/PAYE/Ni & Pension	62,466.00	41,119.00
Mayor's Sergeant	1,948.00	1,946.00
Eye Tests	0.00	55.00
Emergency Staffing & Cover	1,179.00	1,666.00
Rounding Difference	0.00	-1.00
<u>Sub Total (iv)</u>	<u>176,335.00</u>	<u>151,877.00</u>
Rounding Difference	-1.00	0.00
<u>TOTAL EXPENDITURE FOR YEAR (i) + (ii) + (iii)</u>	<u>3,009,756.00</u>	<u>561,268.00</u>

INCOME AND EXPENDITURE RECONCILIATION AT 31ST MARCH 2025

	<u>2024/25</u>	<u>2023/24</u>
	<u>£</u>	<u>£</u>
Income	01.04.2024 - 31.03.2025 - As above	
	1,276,339.00	1,474,685.00
Expenditure	01.04.2024 - 31.03.2025 - As above	
	3,009,756.00	561,268.00
Rounding Difference	1.00	0.00
<u>Deficit for Year 2024/2025</u>	<u>-1,733,418.00</u>	<u>913,417.00</u>

VAT RECONCILIATION AT 31ST MARCH 2025

Refund due at 01.04.2024	3,620.85	4,568.30
Input VAT during year	539,716.27	71,147.33
	543,337.12	75,715.63
Output VAT & refunds received during year	431,242.77	72,094.78
<u>Refund due at 31.03.2025</u>	<u>112,094.35</u>	<u>3,620.85</u>

YEAR ENDING 31ST MARCH 2025
SUPPORTING NOTES AND ANALYSIS

	<u>2024/2025</u>	<u>2023/2024</u>
<u>Sales Ledger Debtors at 31.03.2025</u>	<u>£</u>	<u>£</u>
JoyStella Pilates - Assembly Rooms Hire	0.00	17.40
Southlands Almshouse Charity	225.12	249.72
Kent County Council - Assembly Rooms	0.00	205.20
Reynolds Ice Cream - The Greens - Vendor Fees	0.00	79.71
Private Hire - Assembly Rooms	-1.00	0.00
Total Sales Ledger Debtors	<u>224.12</u>	<u>552.03</u>

	<u>2024/2025</u>	<u>2023/2024</u>
<u>Prepayments at 31.03.2025</u>	<u>£</u>	<u>£</u>
Admin & Misc - Subscriptions/Insurance IT & Consultancy	14,347.73	12,758.85
Pension Contributions	45.09	0.00
Grant Funding/Donations	800.00	0.00
Mayor's Allowance - Civiv/charity events	135.00	202.50
Assembly Rooms - R & M - Fire alarm/emergency lighting	420.00	395.00
Maintenance of Public Clock	542.00	184.00
Town Hall - Repairs & Maintenance (inc Platform Lift & Alarm).	2,073.34	681.07
The Greens (inc H&W and Toilet Block)	7,412.00	0.00
Misc Expenses - Advertising	0.00	50.00
Total Prepayments	<u>25,775.16</u>	<u>14,271.42</u>
<u>Total Sales Ledger Debtors/Prepayments</u>	<u>25,999.28</u>	<u>14,823.45</u>

	<u>2024/2025</u>	<u>2023/2024</u>
<u>Purchase Ledger Creditors at 31.03.2025</u>	<u>£</u>	<u>£</u>
Castle Water - Assembly Rooms - Payment on Account	-20.96	0.00
Castle Water - Greens - Payment on Account	-37.03	0.00
Castle Water - Allotments - Payment on account	-469.78	0.00
Castle Water - Maude - Payment on account	-20.00	0.00
EDF - The Greens - Payment on account	0.00	-95.00
KALC - Subscriptions & training	-2,244.00	0.00
Rolfes DIY LLP - Maint mats etc	173.70	108.15
Ashe Alarms - A Rooms - Fire alarm/emergency lighting service contract	504.00	0.00
J Baxter - Calligraphy	0.00	155.00
British Gas - Assembly Rooms - Gas	473.91	644.27
British Gas - Town Hall - Gas	46.17	0.00
David Ogilvie - St MF - Notice board	3,798.00	0.00
Euroloo - Sports Field - Portaloo	318.88	0.00
Chubb Fire & Security - Town Hall - Alarm system	0.00	459.94
Flagpole Express - Flagstaff Land - Flagpole	0.00	972.00
FHDC - By-election/The Greens - Toilets	16,519.10	0.00
Furley Page - Legal fees	16.80	0.00
Guy Hollaway - MCC - Architect fees	2,100.00	0.00
Kent Structures - MCC - D & B fees	266,976.96	0.00
Mayland Consult - MCC - Consultant fees	1,270.00	0.00
MPR - IT support & licences	398.90	487.56
Rialtas - IT support/licences	1,934.43	0.00
Royal Mail Group - Payment on account	-0.99	0.00
SH Bureau - Payroll outsourcing	0.00	154.98
SLCC - Subscription	2,100.00	0.00

	<u>2024/2025</u>	<u>2023/2024</u>
	<u>£</u>	<u>£</u>
Sweco - MCC - Consultant fees	1,200.00	0.00
Three - Mobile Phone Contract	26.40	26.40
Trooli - Broadband	0.00	58.07
L Robins - Interim Audit Fee	0.00	175.00
Piggots Flags - Union Flags	0.00	289.26
BILT - Maintenance mats	0.00	24.42
Synergy CPC LLP - Project consultancy	5,751.60	5,820.00
Dr Sam Willis - Cinque Ports podcast	1,200.00	0.00
Zurich Insurance	605.57	0.00
Veolia ES - Waste	74.50	150.34
Total Purchase Ledger Creditors	<u>302,696.16</u>	<u>9,430.39</u>
<u>Deposits - Non EMR at 31.03.2025</u>		
Allotment Gardens	2,680.00	960.00
Hut & Winch Sites	4,500.00	3,000.00
Damage Deposits	150.00	0.00
Total Deposits - Non EMR	<u>7,330.00</u>	<u>3,960.00</u>
<u>Accruals at 31.03.2025</u>		
Allotments	9.31	91.00
Salaries	970.81	956.41
Pension Liability	148.99	2,847.30
HMR&C Liability	3,860.81	1,702.67
Business Mileage	54.45	104.85
Fairfield Road Recreation Ground	672.16	191.00
The Greens (inc Hut & Winch & Toilet Block)	443.87	397.46
Flagstaff Land - Princess Diana Garden	62.00	58.00
MCC	3,177.71	0.00
Assembly Rooms	512.77	337.47
Town Hall	1,053.59	1,814.05
Admin & Misc Expenses	309.62	41.29
Audit Fees	3,045.00	2,275.00
Stationery	0.00	21.23
IT Support	825.00	825.00
Maude Pavilion & Sports Field	0.00	4,030.00
Grant Funding (NRIB)	0.00	684.00
Total Accruals	<u>15,146.09</u>	<u>16,376.73</u>
<u>Invoiced in Advance at 31.03.2025</u>		
Assembly Rooms - Hire fees	0.00	14.50
Assembly Rooms - Hire fees	0.00	171.00
Assembly Rooms - Hire fees	0.00	71.25
The Greens - Market/Vendors	504.10	0.00
Commemorative Bench - Cost contribution	0.00	0.00
Total Invoiced in Advance	<u>504.10</u>	<u>256.75</u>
<u>Total PL Creditors/Accruals/Non EMR Deposits & Invoiced in Adv</u>	<u>325,676.35</u>	<u>30,023.87</u>

YEAR ENDING 31ST MARCH 2025
SUPPORTING INFORMATION

	<u>2024/25</u>	<u>2023/24</u>
(A) <u>For Information Only -Section 137 Allowance</u>		
No. of Electors (per FH&DC 2.6.25)	Ward NRT1 - Town 3,276	3,149
	Ward NRC1 - Coast 2,786	2,760
<u>Total Electors</u>	<u>6,062</u>	<u>5,909</u>
Expenditure Allowed = £10.81 per elector =		
	<u>£</u> <u>65,530.22</u>	<u>£</u> <u>58,676.37</u>
(B) <u>General Power of Competence - Donations</u>		
<u>Previously detailed as Section 137 Expenditure (LG Act 1972)</u>	<u>2024/25</u>	<u>2023/24</u>
	<u>£</u>	<u>£</u>
St Martin's Field Charity	2,583.00	2,000.00
New Romney in Bloom	0.00	684.00
CARM	214.00	0.00
New Romney Football Club	1,000.00	0.00
Romney Marsh Community Hub	900.00	0.00
Marsh Academy - 3G Pitch	10,000.00	0.00
<u>Total</u>	<u>14,697.00</u>	<u>2,684.00</u>
(C) <u>Other Donations</u>		
<u>Previously detailed according to LG Act 1972 - S145</u>	<u>2024/25</u>	<u>2023/24</u>
	<u>£</u>	<u>£</u>
Teach Me	0.00	3,000.00
John Armitage Memorial Trust - JAM on th Marsh	886.00	1,200.00
New Romney Country Fayre	500.00	
Light up New Romney	500.00	1,116.00
<u>Total</u>	<u>1,886.00</u>	<u>5,316.00</u>
(D) <u>General Power of Competence - Festivities Fund Expenditure</u>		
<u>Previously detailed as S145 - Festivities Fund Expenditure</u>	<u>2024/25</u>	<u>2023/24</u>
	<u>£</u>	<u>£</u>
Commonwealth Day	92.29	124.71
Concert	126.25	615.24
Town Christmas Tree	150.00	150.00
Christmas Reception	1,313.98	
Coronation	0.00	5,093.30
Civic Sunday	28.75	
D Day 80	620.15	0.00
<u>Total</u>	<u>2,331.42</u>	<u>5,983.25</u>
(E) <u>General Power of Competence - Legal & Professional Fees Incurred</u>		
<u>Previously detailed as Professional Fee's (LG Act 1972 - S126)</u>	<u>2024/25</u>	<u>2023/24</u>
	<u>£</u>	<u>£</u>
Professional Fees	9,121.50	7,217.20
Professional Fees - MCC (Formerly CHSPNP)	103,458.00	178,435.00
Legal Fees	5,290.00	1,000.00
Legal Fees - MCC (Formerly CHSPNP)	0.00	0.00
<u>Total</u>	<u>117,869.50</u>	<u>186,652.20</u>

	<u>2024/25</u>	<u>2023/24</u>
	<u>£</u>	<u>£</u>
(F) Mayors Allowance - Reconciliation		
Payments made during 2024/2025	3,494.17	3,915.99
Less Creditors at 31.3.24	0.00	0.00
Plus Prepayments/Debtors at 31.3.24	202.50	258.00
	<u>3,696.67</u>	<u>4,173.99</u>
Less Refund received during 2024/2025	38.00	33.33
Plus Creditors at 31.3.25	0.00	0.00
Less Debtors at 31.3.25	0.00	0.00
Less Prepayments at 31.3.25	135.00	202.50
	<u>3,523.67</u>	<u>3,938.16</u>
Actual Total Expenditure for Financial Year 2024/2025		
	<u><u>3,523.67</u></u>	<u><u>3,938.16</u></u>

	<u>2024/25</u>	<u>2023/24</u>
	<u>£</u>	<u>£</u>
(G) Maude Community Centre (Formerly CHSPNP) - Expenditure - Breakdown		
Design & Build Contract	2,423,016.40	0.00
Project Management & Cost Consultancy	57,538.00	57,500.00
Structural & Civil/Mechanical Engineering Consultants	26,670.00	67,300.00
Environmental Surveys	0.00	6,497.50
Architects	19,250.00	45,937.50
Misc Surveys	0.00	1,200.00
	<u>2,526,474.40</u>	<u>178,435.00</u>
Total		
	<u><u>2,526,474.40</u></u>	<u><u>178,435.00</u></u>

	<u>2024/25</u>	<u>2023/24</u>
	<u>£</u>	<u>£</u>
(H) Community Hall / Sports Pavilion Project - Expenditure Funding - Breakdown		
Community Hall/Sports Pavilion Project Reserve Fund	2,423,956.64	178,435.00
DMO - PWLB Loan	102,517.76	0.00
	<u>2,526,474.40</u>	<u>178,435.00</u>
Total		
	<u><u>2,526,474.40</u></u>	<u><u>178,435.00</u></u>

NEW ROMNEY TOWN COUNCIL
2024/2025 RESERVE FUND TRANSACTIONS - PERIOD ENDING 31ST MARCH 2025

	2024/2025	2023/2024
(i) <u>Building Repair and Restoration Reserve Fund</u>	£	£
Balance B/Fwd at 01.04.2024	62,686.97	105,019.97
Add Allocations for the year 2024/2025	8,500.00	7,500.00
	0.00	0.00
	<u>71,186.97</u>	<u>112,519.97</u>
Less Expenditure	<u>38,400.00</u>	<u>49,833.00</u>
<u>Balance at 31.3.2025</u>	<u>32,786.97</u>	<u>62,686.97</u>
(ii) <u>Capital Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	8,307.17	6,406.87
Add Allocations for the year 2024/2025	2,000.00	2,000.00
	<u>10,307.17</u>	<u>8,406.87</u>
Less Balance of 739/2018-19	0.00	0.00
Expenditure	<u>0.00</u>	<u>99.70</u>
<u>Balance at 31.3.2025</u>	<u>10,307.17</u>	<u>8,307.17</u>
(iii) <u>Confederation Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	8,829.30	8,837.80
Add Allocations for the year 2024/2025	200.00	0.00
Receipts	<u>0.00</u>	<u>0.00</u>
	<u>9,029.30</u>	<u>8,837.80</u>
Less Expenditure	<u>1,753.85</u>	<u>8.50</u>
<u>Balance at 31.3.2025</u>	<u>7,275.45</u>	<u>8,829.30</u>
(iv) <u>Festivities Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	722.72	7,105.97
Add Allocations for the year 2024/2025	3,500.00	0.00
Refunded from STMF	<u>0.00</u>	<u>1,590.00</u>
	<u>4,222.72</u>	<u>8,695.97</u>
Less Expenditure	<u>2,331.42</u>	<u>7,973.25</u>
<u>Balance at 31.3.2025</u>	<u>1,891.30</u>	<u>722.72</u>
(v) <u>General Revenue Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	253,984.00	250,231.71
Add Surplus on Income & Expenditure A/C	0.00	913,417.00
Rounding Adjustment (Pence vs £'s)	0.16	0.00
Transfer from Deposit A/C's	1,630.00	0.00
Expenditure Paid out of other Accounts	<u>2,642,308.14</u>	<u>284,030.00</u>
	<u>2,897,922.30</u>	<u>1,447,678.71</u>
Less Alloc/Transfer to Other Reserve Accounts	72,400.00	55,000.00
Receipts T/F to other Accounts	841,021.88	1,041,357.00
Deficit on Income & Expenditure A/C	1,733,418.00	0.00
Further allocation for 2023/2024	0.00	97,337.00
Rounding Adjustment	0.00	0.71
Transfer to Deposit A/Cs	<u>0.00</u>	<u>0.00</u>
	<u>2,646,839.88</u>	<u>1,193,694.71</u>
<u>Balance at 31.3.2025</u>	<u>251,082.42</u>	<u>253,984.00</u>
(vi) <u>Book Restoration Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	1,468.46	1,468.46
	<u>1,468.46</u>	<u>1,468.46</u>
<u>Balance at 31.3.2025</u>	<u>1,468.46</u>	<u>1,468.46</u>

	<u>2024/2025</u>	<u>2023/2024</u>
	<u>£</u>	<u>£</u>
(vii) <u>Play & Miscellaneous Equipment Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	35,829.44	32,775.52
Add Allocations for the year 2024/2025	10,000.00	10,000.00
Further allocations for the year 2023/2024	0.00	0.00
Less Expenditure	12,271.07	6,946.08
<u>Balance at 31.3.2025</u>	<u>33,558.37</u>	<u>35,829.44</u>
(viii) <u>Hut & Winch Sites Deposits Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	9,364.40	9,664.40
Add Deposits collected during Year	0.00	0.00
Less Deposits refunded during Year	1,150.00	300.00
Less Journal Transfer	0.00	0.00
<u>Balance at 31.3.2025</u>	<u>8,214.40</u>	<u>9,364.40</u>
(ix) <u>Gratuity Payments/Pension Fund Cessation Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	24,804.01	21,804.01
Add Allocations for the year 2024/2025	3,000.00	3,000.00
<u>Balance at 31.3.2025</u>	<u>27,804.01</u>	<u>24,804.01</u>
(x) <u>Allotments Deposits Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	3,530.00	3,640.00
Add Deposits collected during the year	0.00	0.00
Less Journal Transfer - Clearance Costs	0.00	0.00
Deposits refunded during the year	480.00	110.00
<u>Balance at 31.3.2025</u>	<u>3,050.00</u>	<u>3,530.00</u>
(xi) <u>Recruitment & Training Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	5,104.20	4,227.20
Add Allocations for the year 2024/2025	2,000.00	2,000.00
Less Expenditure	584.25	1,123.00
<u>Balance at 31.3.2025</u>	<u>6,519.95</u>	<u>5,104.20</u>
(xii) <u>Town Council Elections Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	14,407.40	7,961.83
Add Allocations for the year 2024/2025	7,000.00	7,000.00
	21,407.40	14,961.83
Less Expenditure	7,624.70	554.43
<u>Balance at 31.3.2025</u>	<u>13,782.70</u>	<u>14,407.40</u>
(xiii) <u>Precept Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	0.00	0.00
	0.00	0.00
Less Expenditure	0.00	0.00
<u>Balance at 31.3.2025</u>	<u>0.00</u>	<u>0.00</u>
(xiv) <u>Allotment Gardens Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	745.27	745.27
	745.27	745.27
Less Expenditure	0.00	0.00
<u>Balance at 31.3.2025</u>	<u>745.27</u>	<u>745.27</u>

	<u>2024/2025</u>	<u>2023/2024</u>
	<u>£</u>	<u>£</u>
(xv) <u>Non Annual Buildings Maintenance Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	24,833.00	34,746.00
<u>Add</u> Allocations for the year 2024/2025	5,000.00	7,500.00
	29,833.00	42,246.00
<u>Less</u> Expenditure	0.00	17,413.00
	29,833.00	24,833.00
<u>Balance at 31.3.2025</u>		
(xvi) <u>Uniform Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	15,238.54	13,387.29
<u>Add</u> Allocations for the year 2024/2025	200.00	2,000.00
	15,438.54	15,387.29
<u>Less</u> Expenditure	460.29	148.75
	14,978.25	15,238.54
<u>Balance at 31.3.2025</u>		
(xvii) <u>Festive Lighting Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	1,326.64	907.44
<u>Add</u> Allocations for the year 2024/2025	1,500.00	2,000.00
	2,826.64	2,907.44
<u>Less</u> Expenditure	1,234.00	1,580.80
	1,592.64	1,326.64
<u>Balance at 31.3.2025</u>		
(xviii) <u>Capital Project Incidental Expenses Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	14,374.81	20,917.07
<u>Add</u> Income	39,071.96	25,719.07
	53,446.77	46,636.14
<u>Less</u> Expenditure	33,891.69	2,261.33
T/F to MCC Reserve Fund 425/2023-24(i)	0.00	30,000.00
	19,555.08	14,374.81
<u>Balance at 31.3.2025</u>		
(xix) <u>Town Hall Stairlift Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	0.00	622.20
<u>Add</u> Allocations for the year 2024/2025	500.00	1,000.00
	500.00	1,622.20
<u>Less</u> Expenditure	0.00	1,622.20
	500.00	0.00
<u>Balance at 31.3.2025</u>		
(xx) <u>Maude Community Centre (formerly CHSPNP) Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	1,638,879.44	1,659,977.44
<u>Add</u> T/F from Cap Proj Inc Exp Res Fund 425/2023-24(i)	0.00	30,000.00
T/F from Heritage Centre Res Fund 425/2023-24(i)	0.00	10,000.00
T/F from Com Bandstand Res Fund 425/2023-24(i)	0.00	20,000.00
Virement 429/2022-23 22/23 PWLB	0.00	0.00
Virement xxx/2023-24 23/24 PWLB	0.00	28,668.50
Virement 425/2023-24(i) 23/24 PWLB	0.00	28,668.50
Virement 522/2023-24(iv) from General Reserves	0.00	40,000.00
S106 Receipt	785,077.20	0.00
	2,423,956.64	1,817,314.44
<u>Less</u> Expenditure	2,423,956.64	178,435.00
	0.00	1,638,879.44
<u>Balance at 31.3.2025</u>		

	<u>2024/2025</u>	<u>2023/2024</u>
	<u>£</u>	<u>£</u>
(xxi) <u>Heritage Centre Project Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	0.00	10,000.00
<u>Add</u> Allocations for the year 2024/2025	0.00	0.00
	0.00	10,000.00
<u>Less</u> T/F to MCC Reserve fund	0.00	10,000.00
	0.00	0.00
<u>Balance at 31.3.2025</u>		
(xxii) <u>Town Signage & High Street Vicinity Street Furniture Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	8,000.00	10,000.00
<u>Add</u> Allocations for the year 2024/2025	0.00	0.00
	8,000.00	10,000.00
<u>Less</u> Expenditure	0.00	2,000.00
Transfer - 595/2018-19(i)(e)	0.00	0.00
	8,000.00	8,000.00
<u>Balance at 31.3.2025</u>		
(xxiii) <u>Commemorative Bandstand Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	0.00	20,000.00
<u>Add</u> Allocations for the year 2024/2025	0.00	0.00
	0.00	20,000.00
<u>Less</u> T/F to MCC Reserve fund	0.00	20,000.00
	0.00	0.00
<u>Balance at 31.3.2025</u>		
(xxiv) <u>Boiler/Central Heating System Major Repair/Replacement Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	1,976.32	8,401.15
<u>Add</u> Allocations for the year 2024/2025	6,000.00	2,000.00
	7,976.32	10,401.15
<u>Less</u> Expenditure	0.00	8,424.83
	7,976.32	1,976.32
<u>Balance at 31.3.2025</u>		
(xxv) <u>Facilities Management Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	26,000.00	24,000.00
<u>Add</u> Allocations for the year 2024/2025	1,000.00	2,000.00
	27,000.00	26,000.00
<u>Less</u> Expenditure	0.00	0.00
	27,000.00	26,000.00
<u>Balance at 31.3.2025</u>		
(xxvi) <u>Staffing Provision Reserve Fund</u>		
Balance B/Fwd at 01.04.2024	46,275.08	42,275.08
<u>Add</u> Allocations for the year 2024/2025	1,000.00	4,000.00
	47,275.08	46,275.08
<u>Less</u> Expenditure	0.00	0.00
	47,275.08	46,275.08
<u>Balance at 31.3.2025</u>		
(xxvii) <u>Community Hall & Sports Pavilion Project - Grants & Donations Received Reserve Fund - S139</u>		
Balance B/Fwd at 01.04.2024	4,137.00	4,137.00
<u>Add</u> Receipts - Cllr Donation	0.00	0.00
	4,137.00	4,137.00
<u>Less</u> Expenditure	0.00	0.00
	4,137.00	4,137.00
<u>Balance at 31.3.2025</u>		

	<u>2024/2025</u> £	<u>2023/2024</u> £
(xxviii) Grants & Donations Received Reserve Fund		
Balance B/Fwd at 01.04.2024	12,983.75	12,983.75
Add T/Frd Receipts - 595/2018-19(i)(e) Receipts	0.00 0.00	0.00 0.00
	12,983.75	12,983.75
Less Expenditure	2,000.00	0.00
	<u>10,983.75</u>	<u>12,983.75</u>
Balance at 31.3.2025		
(xxix) ICT Replacement Reserve Fund		
Balance B/Fwd at 01.04.2024	5,411.96	7,607.60
Add Allocations for the year 2024/2025 Further allocations for the year 2024/2025	2,000.00 0.00	3,000.00 0.00
	7,411.96	10,607.60
Less Expenditure	0.00	5,195.64
	<u>7,411.96</u>	<u>5,411.96</u>
Balance at 31.3.2025		
(xxx) S106 Projects: Play Area Improvements - NEW 19/20 285/2019-20(ii)		
Balance B/Fwd at 01.04.2024	0.00	0.00
Add Income for the year 2024/2025	0.00	0.00
	0.00	0.00
Less Expenditure	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Balance at 31.3.2025		
(xxxi) S106 Projects: High Street Area Improvements - NEW 19/20 285/2019-20(ii)		
Balance B/Fwd at 01.04.2024	0.00	0.00
Add Income for the year 2024/2025	0.00	0.00
	0.00	0.00
Less Expenditure	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Balance at 31.3.2025		
(xxxii) Community Infrastructure Levy (CIL) 2021/2022		
Balance B/Fwd at 01.04.2024	12,282.47	12,282.47
Add Income for the year 2024/2025	0.00	0.00
	12,282.47	12,282.47
Less Expenditure	12,282.47	0.00
	<u>0.00</u>	<u>12,282.47</u>
Balance at 31.3.2025		
(xxxiii) Community Infrastructure Levy (CIL) 2022/2023		
Balance B/Fwd at 01.04.2024	0.00	0.00
Add Income for the year 2024/2025	0.00	0.00
	0.00	0.00
Less Expenditure	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Balance at 31.3.2025		
(xxxiv) Community Infrastructure Levy (CIL) 2023/2024		
Balance B/Fwd at 01.04.2024	14,048.32	0.00
Add Income for the year 2024/2025	0.00	14,048.32
	14,048.32	14,048.32
Less Expenditure	0.00	0.00
	<u>14,048.32</u>	<u>14,048.32</u>
Balance at 31.3.2025		

	<u>2024/2025</u>	<u>2023/2024</u>
	<u>£</u>	<u>£</u>
(xxxv) DMO (PWLB)		
Balance B/Fwd at 01.04.2024	1,000,000.00	0.00
Add Income for the year 2024/2025	0.00	1,000,000.00
	1,000,000.00	1,000,000.00
Less Expenditure	102,517.76	0.00
Balance at 31.3.2025	897,482.24	1,000,000.00
(xxxvi) Highways Improvement Plan Reserve Fund		
Balance B/Fwd at 01.04.2024	0.00	0.00
Add Allocations for the year 2024/2025	5,000.00	0.00
	5,000.00	0.00
Less Expenditure	3,000.00	0.00
Balance at 31.3.2025	2,000.00	0.00
(xxxvii) Community Infrastructure Levy (CIL) 2024/2025		
Balance B/Fwd at 01.04.2024	0.00	0.00
Add Income for the year 2024/2025	16,872.72	0.00
	16,872.72	0.00
Less Expenditure	0.00	0.00
Balance at 31.3.2025	16,872.72	0.00
(xxxviii) Strategic Plan Reserve Fund		
Balance B/Fwd at 01.04.2024	0.00	0.00
Add Allocations for the year 2024/2025	10,000.00	0.00
	10,000.00	0.00
Less Expenditure	0.00	0.00
Balance at 31.3.2025	10,000.00	0.00
(xxxix) Youth Council Reserve Fund		
Balance B/Fwd at 01.04.2024	0.00	0.00
Add Allocations for the year 2024/2025	4,000.00	0.00
	4,000.00	0.00
Less Expenditure	0.00	0.00
Balance at 31.3.2025	4,000.00	0.00
	<u>2024/2025</u>	<u>2023/2024</u>
	<u>£</u>	<u>£</u>
Opening Balances - Omega	3,255,550.67	2,342,133.50
Closing Balances - Omega	1,522,132.83	3,255,550.67
Balance Sheet - Omega	1,522,133.00	3,255,551.00
Rounding Difference (Pence vs £'s)	0.17	0.33

YEAR ENDING 31ST MARCH 2025
SUMMARY OF RESERVE FUND BALANCES

<u>Summary of Reserves Funds Balances</u>		<u>2024/2025</u>	<u>2023/2024</u>
<u>@ 31st March 2025</u>		<u>£</u>	<u>£</u>
(i)	Building Repair and Restoration Reserve Fund	32,786.97	62,686.97
(ii)	Capital Reserve Fund	10,307.17	8,307.17
(iii)	Confederation Reserve Fund	7,275.45	8,829.30
(iv)	Festivities Reserve Fund	1,891.30	722.72
(v)	General Revenue Reserve Fund	251,082.42	253,984.00
(vi)	Book Restoration Reserve Fund	1,468.46	1,468.46
(vii)	Play and Miscellaneous Equipment Reserve Fund	33,558.37	35,829.44
(viii)	Hut & Winch Sites Deposits Reserve Fund	8,214.40	9,364.40
(ix)	Gratuity Payments/Pension Fund Cessation Reserve Fund	27,804.01	24,804.01
(x)	Allotments Deposits Reserve Fund	3,050.00	3,530.00
(xi)	Recruitment & Training Reserve Fund	6,519.95	5,104.20
(xii)	Town Council Elections Reserve Fund	13,782.70	14,407.40
(xiii)	Precept Reserve Fund	0.00	0.00
(xiv)	Allotment Gardens Reserve Fund	745.27	745.27
(xv)	Non Annual Buildings Maintenance Reserve Fund	29,833.00	24,833.00
(xvi)	Uniform Reserve Fund	14,978.25	15,238.54
(xvii)	Festive Lighting Reserve Fund	1,592.64	1,326.64
(xviii)	Capital Project Incidental Expenses Reserve Fund	19,555.08	14,374.81
(xix)	Town Hall Stairlift Reserve Fund	500.00	0.00
(xx)	Maude Community Centre (CHSPNP) Reserve Fund	0.00	1,638,879.44
(xxi)	Heritage Centre Project Reserve Fund	0.00	0.00
(xxii)	Town Signage & High St Street Vicinity Street Furniture Reserve Fund	8,000.00	8,000.00
(xxiii)	Commemorative Bandstand Reserve Fund	0.00	0.00
(xxiv)	Boiler/Central Heating System Major Repair/Replacement Reserve Fund	7,976.32	1,976.32
(xxv)	Facilities Management Reserve Fund	27,000.00	26,000.00
(xxvi)	Staffing Provision Reserve Fund	47,275.08	46,275.08
(xxvii)	Community Hall & Sports Pavilion Project - Grants & Donations Received Reserve Fund	4,137.00	4,137.00
(xxviii)	Grants & Donations Received Reserve Fund	10,983.75	12,983.75
(xxix)	ICT Replacement Reserve Fund	7,411.96	5,411.96
(xxx)	S106 Projects: Play Area Improvements Reserve Fund	0.00	0.00
(xxxi)	S106 Projects: High St Area Improvements Reserve Fund	0.00	0.00
(xxxii)	2020/2021 & 2021/2022 Community Infrastructure Levy (CIL) Reserve Fund	0.00	12,282.47
(xxxiii)	Community Infrastructure Levy (CIL) 2022/2023	0.00	0.00
(xxxiv)	Community Infrastructure Levy (CIL) 2023/2024	14,048.32	14,048.32
(xxxv)	DMO (PWLb)	897,482.24	1,000,000.00
(xxxvi)	Highways Improvement Plan Reserve Fund	2,000.00	0.00
(xxxvii)	Community Infrastructure Levy (CIL) 2024/2025	16,872.72	0.00
(xxxviii)	Strategic Plan Reserve Fund	10,000.00	0.00
(xxxix)	Youth Council Reserve Fund	4,000.00	0.00
<u>Total at 31st March 2025</u>		<u>1,522,132.83</u>	<u>3,255,550.67</u>

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 surplus 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)
- . Maude Pavillion (Demolished May 2024)

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 & 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
- . Maude Pavillion (Demolished May 2024)

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 such items 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) MAUDE COMMUNITY CENTRE (CHSPNP) 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 & REDEFINED 595/2018-18(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) MAUDE COMMUNITY CENTRE (CHSPNP) PROJECT GRANTS & DONATIONS RECEIVED RESERVE FUND (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 (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 RESERVE FUND (285/2019-20(ii)) - To hold any S106 funding received in respect of Play Area Improvements.

(xxxi) S106 PROJECTS: HIGH STREET AREA IMPROVEMENTS RESERVE FUND (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) RESERVE FUND - To hold any 2020/2021 & 2021/2022 Community Infrastructure Levy (CIL) monies received.

(xxxiii) 2022/2023 COMMUNITY INFRASTRUCTURE LEVY (CIL) RESERVE FUND - To hold any 2022/2023 Community Infrastructure Levy (CIL) monies received.

(xxxiv) 2023/2024 COMMUNITY INFRASTRUCTURE LEVY (CIL) RESERVE FUND - To hold any 2023/2024 Community Infrastructure Levy (CIL) monies received.

(xxxv) DMO (PWL) RESERVE FUND (NEW 23/24)- To hold any DMO (PWL) monies received.

(xxxvi) HIGHWAYS IMPROVEMENT PLAN RESERVE FUND (NEW 24/25) - To defray the cost of implementation of actions identified within the Town Council's approved Highways Improvement Plan.

(xxxvii) 2024/2025 COMMUNITY INFRASTRUCTURE LEVY (CIL) RESERVE FUND - To hold any 2024/2025 Community Infrastructure Levy (CIL) monies received.

(xxxviii) STRATEGIC PLAN RESERVE FUND (NEW 24/25) - To defray the cost of implementation of actions contained within the Town Council's approved Strategic Plan.

(xxxix) YOUTH COUNCIL RESERVE FUND (NEW 24/25) - To defray the cost of implementation of Town Council approved actions identified by the Youth Council.

STATEMENT OF FIXED ASSETS @ 31ST MARCH 2025

<u>Item:</u>	<u>Detail</u>	<u>2024/2025</u>	<u>2023/2024</u>
		<u>£</u>	<u>£</u>
(i) <u>Buildings</u>			
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 - Demolished May 24	Re-stated 14/15 per PKF Littlejohn	0.00	210,596.00
Sub Total (1)		1,887,002.00	2,097,598.00
(ii) <u>Equipment</u>			
<u>Town Hall</u>			
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)			
<u>Office/Business</u>			
Business Equipment	Proxy Value/Cost		
<u>For all Halls</u>			
Including:			
Town Hall inc Garden	Proxy Value/Cost		
Assembly Rooms	Proxy Value	143,344.44	142,868.45
Community Hall	Proxy Value		
Maude Pavillion	Proxy Value		
Town Hall House	Proxy Value		
Public Clock	Proxy Value	31,213.00	31,213.00
Sub Total (2)		1,042,230.44	1,041,754.45
(iii) <u>Land/Open Spaces</u>			
* St Martins Field	Nominal Value	1.00	1.00
Assembly Rooms - Car Park	Cost	34,800.00	0.00
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
Sub Total (3)		65,810.00	31,010.00

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

			<u>2024/2025</u>	<u>2023/2024</u>
			<u>£</u>	<u>£</u>
(iv) Play Equipment and Fixtures on Open Spaces *				
a) St Martins Field				
Litter Bins x	Estimated Replacement		3,146.04	3,146.04
Plant Troughs x 4	" "		1,684.74	755.00
Benches/Seats x 10	" "		13,128.00	10,146.00
Tree Bench x 1	Cost		1,908.00	1,908.00
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
Sub Total (4)			52,533.95	48,622.21
b) Fairfield Road Recreation Ground				
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	Cost		1,686.00	1,686.00
Picnic Table, Bench & Bin (2013)	Estimated Replacement		26,303.00	26,303.00
Fencing/Gates	" "		412.00	412.00
Tulip Bins x 2	" "		1,378.00	1,378.00
Signs - Various	" "		7,216.00	7,216.00
Shelter x 1	" "		1,202.00	1,202.00
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
Sub Total (5)			202,239.48	202,239.48
c) Sports Field				
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
Sub Total (6)			5,641.94	5,641.94
d) Allotment Land				
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
Sub Total (7)			13,485.00	13,485.00

		<u>2024/2025</u>	<u>2023/2024</u>
		<u>£</u>	<u>£</u>
e) <u>Flagstaff Land</u>			
Flag Pole	Cost	810.00	810.00
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)			
Sub Total (8)		17,724.00	17,724.00
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 23/24	Cost	0.00	0.00
Litter Bins x 12	Estimated Replacement	4,926.20	4,926.20
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	9,592.21
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	" "	7,973.00	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
Sub Total (9)		160,725.94	155,337.94
g) <u>Land in Church Road</u>			
Fencing and gate	Estimated Replacement	2,064.00	2,064.00
Sub Total (10)		2,064.00	2,064.00
h) <u>Town Square (Forecourt of Seafield House)</u>			
Benches x 1	Estimated Replacement	1,283.00	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 - Relocated	Cost	0.00	2,117.00
External Power Supply (2018/19)	Cost	1,126.66	1,126.66
Sub Total (11)		19,958.66	23,358.66
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
Sub Total (12)		4,871.42	4,871.42

		<u>2024/2025</u>	<u>2023/2024</u>
		<u>£</u>	<u>£</u>
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
1 x Notice Board	Cost	2,117.00	0.00
1 x Commemorative Bench - Relocated 2024	Cost	1,283.00	0.00
Sub Total (13)		12,914.00	9,514.00
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
Sub Total (14)		1,722.00	1,722.00
l) <u>Miscellaneous</u>			
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
Sub Total (15)		20,313.98	20,313.98
<u>INFORMATIVE:</u>			
<u>Play Equipment</u>			
(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)	}	68,333.54	68,333.54
1 x New Romney Express (2016/17)			
1 x Tom Thumb Unit (sited 2015)			
1 x Kidabout (roundabout)			
Wet Pour Safety Surfacing			
Basket Swing			
Rock n Cross			
Inclusion Swing Bay			
Multi Play Unit			
Mound Slide - Disposal 2021/22 £15000.00			
Total Valuation		68,333.54	68,333.54
ii) <u>The Greens Adventure Play Area</u>			
Swing Bay, Freerider, Climb/Slide,	Cost 2015 }	47,125.00	47,125.00
Rocking Bowl, Fish & Chip Trail			
Pirate Ship, Maggot Slide			
Signage			
2 x Benches (These are situated within			
2 x Litter Bin the fenced play area)			
Mulch Play Surface			
Metal Fencing and Gates			
Total Valuation		47,125.00	47,125.00

		<u>2024/2025</u> <u>£</u>	<u>2023/2024</u> <u>£</u>
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	Cost 2015	24,545.00	24,545.00
Spinning Bike			
Triple Step Up			
Pull Ups/Assisted Pull Ups			
Bow Top Fencing 2 x Gates		<u>12,287.00</u>	<u>12,287.00</u>
<u>Total Valuation</u>		<u>40,288.00</u>	<u>40,288.00</u>

NE 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 2025

			<u>2024/2025</u>	<u>2023/2024</u>
			<u>£</u>	<u>£</u>
1	Buildings		1,887,002.00	2,097,598.00
2	Equipment	Town Hall		
		Assembly Rooms	1,042,230.44	1,041,754.45
		Community Hall		
3	Land/Open Spaces		65,810.00	31,010.00
4	St. Martins Field	Fixtures	52,533.95	48,622.21
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	17,724.00
9	The Greens		160,725.94	155,337.94
10	Land in Church Rd.		2,064.00	2,064.00
11	Town Square		19,958.66	23,358.66
12	Garden of Remembrance		4,871.42	4,871.42
13	Street Furniture		12,914.00	9,514.00
14	Item on Loan		1,722.00	1,722.00
15	Miscellaneous		20,313.98	20,313.98
	TOTAL		<u>3,509,236.81</u>	<u>3,675,257.08</u>

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

2024/25 Fixed Assets Additions & Disposals

Additions

	Cost
Beacon - Replacement	£ 7,973.00
1 x Laptop - Additional Staff Member	£ 475.99
4 x Self Watering Planters	£ 1,684.74
1 x Notice Board - Additional No Disposal	£ 2,982.00
Car Park Resurfacing - Previous Surface No Cost Identified	£ 34,800.00
Kings Coronation Bench	
	<u>£ 47,915.73</u>

Disposals

	Asset Value
U/S Beacon	£ 2,585.00
Maude Pavilion - Demolished May 2024	£ 210,596.00
4 x Concrete Planters	£ 755.00

Net Decrease in fixed assets

<u>£ 213,936.00</u>
<u>-£ 166,020.27</u>

YEAR ENDED 31ST MARCH 2025
AGREEMENTS, LEASES & LOANS

- (i) **Town Hall House**
(a) The property is let as a private residence under an Assured Shorthold Tenancy.
(b) Rent for 2024/2025 = £700.00 pcm x 4/12 £750.00 pcm x 8/12 - Reviewable annually on anniversary.
- (ii) **364 Day agreement with New Romney Sports Club**
(a) The Sports Field and Maude Pavilion was let on a 364 day agreement to the Maude Pavilion Facilities Association - Due to the development of the site the agreement was terminated in April 2024. NRFC & NRCC were given permission to use the Sports Field for matches and training during the development period.
(b) Rent for 2024/2025 = £120.00 1x12
The low rental takes into account grounds maintenance undertaken by the tenant
- (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 2024/2025 = £50.00 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 2024/2025 = £600.00 per annum - Reviewable annually.
(c) Bee Keeping - 364 Day Agreement Rent for 2024/25 = £5.00 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) Charge for 2024/2025 = £210.00 net, 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 2024/2025 = £6,600.00 per annum - Reviewable annually
NB: NRTC took possession in April 2025 - Building demolished April 2025
- (viii) **General Service Agreements**
General Service Agreements as follows:
- | <u>Service Provision</u> | <u>Term of Agreement</u> | <u>Total Value (inc.VAT)</u> |
|--|--------------------------|------------------------------|
| The Greens Grounds Maintenance | 3 Years (1.4.24/31.3.27) | £ 8,424.00 |
| Flagstaff Land Grounds Maintenance | 3 Years (1.4.24/31.3.27) | £ 2,232.00 |
| Fairfield Rd Recreation Ground Grounds Maintenance | 3 Years (1.4.24/31.3.27) | £ 6,048.00 |
- (ix) **Pavement User Agreements**
Town Square 364 Day Agreement - Bakery 64 23/5/24 to 21/5/25 Inc - Fee £40.00 (inc VAT)

ANNUAL RETURN ACCOUNTING BALANCES FOR THE YEAR 2024/2025

BOX		31.3.24	31.3.25	Variance £	Variance %
1	Balances Brought Forward	2,342,134	3,255,551		
2	Annual Precept	374,894	396,952	22,058	5.88%
3	Total Other Receipts	1,099,791	879,387	-220,404	-20.04%
4	Staff Costs	150,835	176,031	25,196	16.70%
5	Loan Interest / Capital Repayments	0	59,895	59,895	
6	Total Other Costs	410,433	2,773,831	2,363,398	575.83%
7	Balances Carried Forward	3,255,551	1,522,133		
8	Total Cash and Short Term Investments	3,267,130	1,709,716		
9	Total Fixed Assets	3,675,257	3,509,237	-166,020	-4.52%
10	Total Borrowings	1,000,000	992,306	-7694	-0.77%

New Romney Town Council
Accounts for the year ended 31st March 2025
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:

Box 3	<u>Decrease from £1,099,791 to £879,387</u>	
	Decrease of £220,404 = 20.04%	
	This can be accounted for as follows:	
i	Decrease in DMO PWLB Loan Income	1,000,000
ii	Decrease in Commemorative Bench Income	9,381
iii	Decrease in StMF Commemorative Bench Contributions Income	1,590
iv	Decrease in Rental Income	760
v	Decrease in StMF Reimbursement Income	320
	<u>Less</u>	
vi	Increase in S106 Income	785,077
vii	Increase in Bank & Investment Interest Income	1,744
viii	Increase in CIL Receipts	2,825
ix	Increase in Hut & Winch Site Rental Income	1,900
x	Marginal Variations in Other Income	101
		<u>220,404</u>
Box 4	<u>Increase from £150,835 to £176,031</u>	
	Increase of £25,196 = 16.70%	
	This can be accounted for as follows:	
i	Increase in Clerical Salaries & Employers Pension/NI Contributions (Salary increases)	2,146
ii	Increase in Manual Salaries & Employers Pension/NI Contributions (Salary & staff level increases)	21,347
iii	Increase in Capital Project Staffing Expenditure (C Hall/Sports Pavilion Project construction stage)	2,188
iv	Marginal Variations in Other Expenditure	2
	<u>Less</u>	
v	Decrease in Emergency Staffing Expenditure (Lower level of cover required)	487
		<u>25,196</u>
Box 5	<u>Increase from £0 to £59,895</u>	
	Increase of £59,895 = 100%	
	This can be accounted for as follows:	
i	1st & 2nd Repayments of DMO PWLB Loan - Capital	7,694
ii	1st & 2nd Repayments of DMO PWLB Loan - Interest	52,201
		<u>59,895</u>
Box 6	<u>Increase from £410,433 to £2,773,831</u>	
	Increase of £2,363,398 = 575.83%	
	This can be accounted for as follows:	
i	Increase in C Hall/Sports Pavilion Project Design & Build Expenditure (Construction stage)	2,423,016
ii	Increase in Assembly Rooms Car Park Resurfacing Expenditure	38,400
iii	Increase in Sports Field Foul Drain Repair Expenditure	36,324
iv	Increase in Grants/Donations Expenditure	8,000
v	Increase in Replacement Beacon Expenditure	7,973
vi	Increase in Town Council By-election Expenditure	7,071
vii	Increase in IT Support & Equipment Maintenance Expenditure (Additional software & licences)	6,640
viii	Increase in Legal & Professional Expenditure	6,195

ix	Increase in Street Furniture Expenditure (StMF notice board & planters)	5,676
x	Increase in Ditch Management Expenditure	3,450
xi	Increase in Electricity Expenditure	3,157
xii	Increase in Highways Improvement Plan Expenditure	2,260
xiii	Increase in Portaloo Expenditure (Sports Field)	2,803
xiv	Increase in Seawater Sampling Expenditure	2,600
xv	Increase in Public Clock Maintenance Expenditure	1,586
xvi	Increase in Roof & Rainwater Goods Inspections Expenditure (Includes minor repairs)	1,516
xvii	Increase in Water Rates Expenditure	1,003
xviii	Increase in Confereration of Cinque Ports Expenditure	1,000
xix	Increase in Hut & Winch Site Deposits Refund Expenditure	900
xx	Increase in Town Hall Furniture Replacement Expenditure	834
xxi	Increase in Non-domestic Rates Expenditure	606
xxii	Increase in Donations to StMFC Expenditure	583
xxiii	Increase in Allotment Deposit Refund Expenditure	480
xxiv	Increase in Insurance Expenditure	427
xxv	Increase in Town Hall Alarm System Maintenance Expenditure	391

Less

xxvi	Decrease in C Hall/Sports Pavilion Project Legal & Prof Fees Expenditure (Construction stage)	74,977
xxvii	Decrease in Town Hall Stairlift Replacement Expenditure	18,251
xxviii	Decrease in Town Hall/Town Hall House External Redecoration Expenditure	17,413
xxvix	Decrease in Town Hall Roof Repair Expenditure	15,870
xxxiv	Decrease in Assembly Rooms Roof & Brickwork Repair Expenditure	11,319
xxxii	Decrease in Tree Surgery Expenditure	11,132
xxxiii	Decrease in Commemorative Bench Expenditure	9,532
xxxiv	Decrease in Town Hall Central Heating Replacement Expenditure (Ground Floor)	8,425
xxxv	Decrease in General Repairs & Maintenance Expenditure	5,890
xxxvii	Decrease in IT Equipment Upgrade Expenditure	4,915
xxxvii	Decrease in Town Hall Electrical Upgrade Expenditure	3,225
xxxviii	Decrease in Planning Application Expenditure	2,825
xxxix	Decrease in Town Council Events Expenditure	2,762
xxxx	Decrease in Coronation Bench Expenditure	2,552
xxxxi	Decrease in Replacement Litter Bin Expenditure	2,474
xxxii	Decrease in Town Trail Expenditure	970
xxxiii	Decrease in Subscriptions Expenditure	1,320
xxxix	Decrease in Play/Gym Equipment Maintenance Expenditure	779
xxxxx	Decrease in Councillor Training Expenditure	733
xxxxxi	Decrease in Herbicide Spraying Expenditure	708
xxxxxii	Decrease in General Grounds Maintenance Expenditure (Inc StMF)	635
xxxxxiii	Decrease in Recruitment & Training Expenditure	379
xxxxxiv	Decrease in Small Tools & Consumables Expenditure	562
xxxxxv	Decrease in Office Equipment Expenditure	493
xxxxxvi	Decrease in Mayor's Allowance Expenditure	414
xxxxxvii	Decrease in Bank Charges Expenditure	371
xxxxxviii	Marginal Variations in Other Expenditure	567

2,363,398

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

The Town Council is currently nearing completion of a project to provide a new Community Hall/Sports Pavilion facility, this has been mainly funded by capital receipts from 2 land sales, a DMO PWLB loan and S106 monies from Folkestone and Hythe District Council. *(Rising costs resulted in the project requiring to be budget led, a revised planning application was submitted and approved.)*

Land Sale Receipt 1 - Original sum of £683,453.00

Land Sale Receipt 2 - Original sum of £1,129,000.00

DMO - PWLB Loan Receipt - Original sum of £1,000,000.00

S106 Receipt - Original sum of £785,077.00

NB: All the above sums have reduced by the expenditure incurred to date on the Community Hall/Sports Pavilion Project.

New Romney Town Council - Current Year
Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2025
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>
Total Reserves		3,255,550.67	1,522,132.83
100	Debtors	552.03	224.12
105	VAT Control Account	3,620.85	112,094.35
110	Prepayments	14,271.42	25,775.16
Less Total Debtors		18,444.30	138,093.63
500	Creditors	9,430.39	302,696.16
510	Accruals	11,826.76	15,146.09
520	Receipts in Advance	256.75	504.10
530	Pension Liability	2,847.30	0.00
531	HMRC Liability	1,702.67	0.00
560	Allotment Deposits	960.00	2,680.00
561	Hut & Winch Site Deposits	3,000.00	4,500.00
566	damage Deposits	0.00	150
Plus Total Creditors		30,023.87	325,676.35
Equals Total Cash and Bank Accounts		3,267,130.24	1,709,715.55
200	Nat West Current A/c	500.00	500.00
205	Unity Trust Current A/c	134,186.67	121,700.28
210	Lloyds Bank Business A/c	585,478.87	17,929.45
215	Nat West Business Reserve A/c	388,344.11	66,156.04
225	Lloyds Bank I/A Online Saver	1,506,877.55	1,492,798.78
250	Petty Cash	290.04	178.00
260	NS&I Income Bond	651,453.00	10,453.00
Total Cash and Bank Accounts		3,267,130.24	1,709,715.55

New Romney Town Council
Analysis of Purchase Ledger Creditors & Sales Ledger Debtors @ 31 March 2025

<u>Purchase Ledger Creditors</u>			<u>Sales Ledger Debtors</u>		
ASH001	Fire Alarm Service	504.00	MCL001	Assembly Rooms I	-1.00
BRI259	Gas	473.91	SOU001	Room Hire/Admin I	225.12
BRI435	Gas	46.17			224.12
CAS002	Water Supply	-20.96			
CAS003	Water Supply	-37.03			
CAS004	Water Supply	-469.78			
CAS005	Water Supply	-20.00			
DAV002	Street Furniture	3,798.00			
EUR001	Portaloos	318.88			
FOL001	Toilet Maint/Election	16,519.10			
FUR001	Legal Fees	16.80			
HOL001	Architect Fees	2,100.00			
KAL001	Subscription	-2,244.00			
KEN002	D&B Contract	266,976.96			
MAY002	M&E Consultancy	1,270.00			
MPR001	IT Support/VOIP	398.90			
RIA001	Software & Support	1,934.43			

ROL001	Maintenance Materials	173.70
ROY001	Response Plus	-0.99
SLC001	Salary Review	2,100.00
SWE001	M&E Consultancy	1,200.00
SYN001	PM/QS Consultancy	5,751.60
THR001	Mobile Phone	26.40
VEO001	Waste	74.50
WIL001	Cinque Ports Podcast	1,200.00
ZUR001	Insurance	605.57
		<u>302,696.16</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 2024/2025

Invoice CIL/FSO1564 Dated 17.12.24	£ 16,872.72
21/1600/FH	£ 14,038.17
Y19/0169/FH	£ 720.00
22/0386/FH	£ 1,099.18
Y18/1477/FH	£ 1,015.37
	<u>£ 16,872.72</u>

New Romney Town Council

CIL Annual Infrastructure Statement - 31st March 2025

CIL Receipts	£ 16,872.72
CIL Expenditure	
Marsh Academy - 3G Pitch Contribution	£ 10,000.00
David Ogilvie Engineering - St Martin's Field Community Notice Board	£ 181.73
Amberol Ltd - St Martin's Field - Planters (Supply)	£ 1,684.74
BE Ames Ltd - St Martin's Field - Planters (Installation)	£ 416.00
Amount of CIL repaid following a repayment notice	£ -
Amount of CIL for 2024/2025 retained at 31st March 2025	£ 16,872.72
Amount of CIL from previous years retained at 31st March 2025	£ 14,048.32
CIL Closing Balance as at 31st March 2025	<u><u>£ 30,921.04</u></u>

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - Sections 1 and 2 **must** be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage before 1 July 2025.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4
- Section 2 - Accounting Statements 2024/25, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*

Annual Internal Audit Report 2024/25

NEW ROMNEY TOWN COUNCIL

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During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 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

04/02/2025 04/06/2025

Name of person who carried out the internal audit

LIONEL ROBBINS

Signature of person who carried out the internal audit

SIGNATURE

Date

04/06/2025

*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 2024/25

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 2025, that:

	Agreed		'Yes' means that this authority:
	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

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Section 2 – Accounting Statements 2024/25 for

NEW ROMNEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	2,342,134	3,255,551	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	374,894	396,952	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,099,791	879,387	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	150,835	176,031	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	59,895	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	410,433	2,773,831	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	3,255,551	1,522,133	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	3,267,130	1,709,716	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	3,675,257	3,509,237	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	1,000,000	992,306	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 2025 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

 **SIGNED**

Date

03/06/2025

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 2024/25

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 2025; 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 2024/25

(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 2024/25

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 2025.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

END