

MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Wednesday 10th April 2024
Commencing at 6.45pm

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

Town Ward:

Councillors: J Davies, Rev Cn McLachlan, J Housten, P Carey and
L Phillips

Coast Ward:

Councillors: P Thomas, J Hiscock, P Coe, K Terry, A Meredith and
L Glover

In Attendance:

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

IN THE CHAIR

The Mayor – Councillor J Rivers

Prayers were led by the Mayor's Chaplain.

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

617/2023-24 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor O'Hare	-	who was unwell
Councillor Hodges	-	for personal reasons
Councillor Wimble	-	due to a personal commitment
Councillor Carr	-	due to work commitments

618/2023-24 **DISPENSATION TO PARTICIPATE**

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

619/2023-24 **DECLARATIONS OF INTEREST**

@6.47PM Councillor Hiscock declared a personal interest in respect of
Town Council finance reports due to her employment of a contractor who
is also employed by the Town Council. (Minute Ref 631/2023-24 refers.)

620/2023-24 **REPORT OF THE KENT COUNTY COUNCILLOR**

There was no written report of the County Councillor on this occasion due to the close proximity to the Annual Town Meeting, for which a report has been prepared.

621/2023-24 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas' written report, which included details of meetings attended, Ward Grant funding awarded and matters pertaining to the Romney Marsh Partnership, was duly received and noted.

622/2023-24 **ADJOURNMENT OF MEETING**

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

623/2023-24 **PUBLIC QUESTIONS**

None.

624/2023-24 **RE-CONVENING OF MEETING**

Not applicable.

625/2023-24 **MINUTES**

The Chairman presented the minutes of the **Full Council Meeting** held on **13th March 2024**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Hiscock

RESOLVED – that the minutes of the Full Council Meeting held on 13th March 2024 be approved and signed as a true and correct record.

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

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

626/2023-24 **MAYOR'S REPORT AND COMMUNICATIONS**

(i) The Mayor's report regarding civic engagements attended since the last meeting of Full Council was duly received and noted.

(ii) No additional communications of note had been received by the Town Mayor.

627/2022-23 **TOWN CLERK'S REPORT**

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

MEETING OF FULL COUNCIL – 10th APRIL 2024 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 13th March 2024

1) The **Schedule of Town Council Meeting Dates for 2024-25**, as approved, will have been published online and in Town Council noticeboards at the time of this meeting. A copy of the Schedule has been issued to all Councillors.

2) New Romney Football Club Youth Section has been advised that **consent has been granted for an event on the Sports Field** subject to caveats as determined by the Town Council.

Additional Items of report

1) The **Annual Town Meeting** will take place on Wednesday 24th April 2024 in the Assembly Rooms, commencing at 7.30pm.

2) The Council's first **Interim Internal Audit** was undertaken by the recently appointed Auditor on 20th February 2024; the output report is attached hereto.

3) Two **Freedom of Information Requests** have been received, as below:

- Request for information relating to vacant council houses received on 6th March 2024
 - Request declined.
 - Reason: New Romney Town Council is not the Local Authority responsible for housing
- Request for information regarding any NRTC by-laws for New Romney Parish received on 10th March 2024
 - Request declined
 - Reason: New Romney Town Council has not created any by-laws

Town Clerk

3rd April 2024

Further Items of report

The Clerk reported to those present that a 'No Win No Fee' claim had been received and passed to the Town Council's insurance provider.

628/2023-24 **CAPITAL PROJECTS REPORT**

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

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

629/2023-24 **STANDING ORDER NO.14**

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

630/2023-24 **STANDING COMMITTEES**

(i) Councillor Coe presented the minutes of the **Planning and Environment Committee** meeting held on **27th March 2024**, which were duly received and noted.

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

631/2023-24 **RFO'S FINANCIAL REPORTS FOR 2023-24**

(i) The Clerk presented final payments and receipts and final bank reconciliation for the month of **February 2023**, which were duly received and noted and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Terry

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

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

February 2024	Receipts:	Payments:
NatWest Current Account	£176,605.86	£251,605.86
Unity Trust Current Account:	£3,613.54	£387.35
Lloyds Bank Business Account:	£250,702.00	£41,893.91
NatWest Business Reserve Account:	£3,598.95	£175,431.46
Petty Cash:	£300.00	£47.64

Lloyds Bank Corporate Card:	£241.74	£340.35
Lloyds Bank Instant Access Online Saver	£2,134.56	£0.00

632/2023-24 **COUNCIL REPRESENTATIVES' REPORTS**

There were no Council Representatives' reports on this occasion.

633/2023-24 **INTERIM INTERNAL AUDIT**

The Interim Report of the Town Council's appointed independent Internal Auditor was duly received and noted. There were no matters of concern at this time.

634/2023-24 **REVIEW OF NRTC STANDING ORDERS AND FINANCIAL REGULATIONS**

Having duly received and noted the Clerk's report regarding proposed amendments to Standing Orders and Financial Regulations relating to internal procedural, financial and personnel matters, and having duly considered all proposed amendments, it was:

PROPOSED BY: Councillor Phillips

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that (i) it be hereby confirmed that the Town Council has undertaken a review of its Standing Orders and Financial Regulations and (ii) all amendments to Standing Orders and Financial Regulations be hereby approved as presented.*

*See meeting agenda for presented amendments.

635/2023-24 **EXCLUSION OF PUBLIC AND PRESS**

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

636/2023-24 **ON-GOING MATTERS**

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

637/2023-24 **PERSONNEL MATTERS**

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

638/2023-24 **LAND AND TENANCY MATTERS**

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

639/2023-24 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

640/2023-24 **GRANT FUNDING APPLICATION**

Having duly considered a grant funding application from New Romney Football Club for the purpose of hiring temporary changing facilities or engaging in a pitch sharing arrangement with another club for the duration of the Maude Community Centre construction phase, it was:

(i)

PROPOSED BY: Councillor Houston
SECONDED BY: Councillor Thomas

RESOLVED – that a grant be awarded to New Romney Football Club for the purpose of hiring temporary changing facilities or engaging in a pitch sharing arrangement with another club.

(ii)

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Thomas

RESOLVED – that the afore-mentioned grant award be in the amount of £1,000.00, and that the award be subject to the caveat that if the funding is not used for the purpose of hiring temporary changing facilities or for engaging in a pitch sharing arrangement, it is to be returned to New Romney Town Council.

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

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

Minutes prepared by the Deputy Town Clerk