

**MINUTES**  
of  
**A Meeting of New Romney Town Council**  
**Held in the Assembly Rooms, New Romney**  
**on Monday 10<sup>th</sup> February 2025**  
**Commencing at 6.45pm**

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

**Town Ward:**

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

**Coast Ward:**

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

**In Attendance:**

Town Clerk - Mrs C Newcombe  
Mayor's Chaplain

**IN THE CHAIR**

The Mayor – Councillor J Rivers

The Mayor's Chaplain led the Council in prayer.

The formal business of the meeting commenced **@6.47PM.**

**515/2024-25 APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Hodges - due to a medical appointment

Apologies were also subsequently received from KCC Councillor Hills.

**516/2024-25 DISPENSATION TO PARTICIPATE**

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

**517/2024-25 DECLARATIONS OF INTEREST**

**@6.47PM** Councillor Hiscock declared a Personal Interest in respect of Town Council finance reports due to her employment of a contractor who is also employed by the Town Council. (Minute Ref 528/2024-25 refers)

**518/2024-25 REPORT OF THE KENT COUNTY COUNCILLOR**

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

Romney Marsh, the future of Dungeness Power Station and Climate Change matters, was duly received and noted.

519/2024-25 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas presented his written report, which included details of meetings attended and work supporting local residents as well ward grant funding allocated during the current financial year. The aforementioned report was duly received and noted. There were no questions on this occasion.

520/2024-25 **ADJOURNMENT OF MEETING**

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

521/2024-25 **PUBLIC QUESTIONS**

None.

522/2024-25 **RE-CONVENING OF MEETING**

Not applicable.

523/2024-25 **MINUTES**

(i) The Chairman presented the minutes of the **Full Council Meeting** held on **13<sup>th</sup> January 2025**, copies of which had been previously circulated to all Councillors, and it was:

**PROPOSED BY:** Councillor Davies

**SECONDED BY:** Councillor Carey

**RESOLVED – that the minutes of the Full Council Meeting held on 13<sup>th</sup> January 2025 be approved and signed as a true and correct record.**

Councillors Meredith and Rev Cn McLachlan abstained from voting as they had not been present at the afore-mentioned meeting.

The Chairman subsequently signed the afore-mentioned minutes.

(ii) The Chairman presented the minutes of the especial **Full Council Meeting** held on **20<sup>th</sup> January 2025**, copies of which had been previously circulated to all Councillors, and it was:

**PROPOSED BY:** Councillor Terry

**SECONDED BY:** Councillor O'Hare

**RESOLVED – that the minutes of the especial Full Council Meeting held on 20<sup>th</sup> January 2025 be approved and signed as a true and correct record.**

Councillors Meredith, Rev Cn McLachlan, Houston and Phillips abstained from voting as they had not been present at the aforementioned meeting.

The Chairman subsequently signed the afore-mentioned minutes.

524/2024-25 **MAYOR'S REPORT AND COMMUNICATIONS**

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

525/2024-25 **TOWN CLERK'S REPORT**

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

**MEETING OF FULL COUNCIL – 10<sup>TH</sup> FEBRUARY 2025**

**TOWN CLERK'S REPORT**

**Actions completed since the Full Council meeting held on 13<sup>th</sup> January 2025**

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

**Additional Items of Report**

- 1) A contested by-election will take place on Thursday 27<sup>th</sup> February 2025 for the Casual Vacancy in respect of Coast Ward Councillor for New Romney Town Council. Election notices have been duly published and polling cards will be delivered in due course.
- 2) Due to a damaged waste water pipe connecting the One Stop Shop and the public toilets in Church Road Car Park, emergency remedial works are being undertaken in the Assembly Rooms Car

Park/Church Road Car Park. Associated costs will be required to be allocated from the Council's Contingency Budget for 2024-25; this will be dealt with in due course by the Finance & General Purposes Committee.

Town Clerk 3<sup>rd</sup> February 2025

526/2024-25 **STANDING ORDER NO.14**

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

527/2024-25 **STANDING COMMITTEES**

(i) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **29<sup>th</sup> January 2025**, which were duly received and noted.

(ii) Councillor Thomas presented the minutes of the **Finance & General Purposes Committee** meeting held on **22<sup>nd</sup> January 2025**, which were duly received and noted.

(iii) Councillor Thomas presented the minutes of the **Personnel Committee** meeting held on **21<sup>st</sup> January 2025**, which were duly received and noted.

528/2024-25 **RFO'S FINANCIAL REPORTS FOR 2024-25**

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

**PROPOSED BY:** Councillor Thomas

**SECONDED BY:** Councillor Davies

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

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

<b>December 2024</b>	Receipts:	Payments:
NatWest Current Account	£117,780.32	£117,780.32
Unity Trust Current Account:	£112,335.53	£101,028.48
Lloyds Bank Business Account:	£300,248.04	£486,477.15
NatWest Business Reserve Account:	£17,522.66	£99,688.60
Petty Cash:	£0.00	£135.12
	314	
Lloyds Bank Corporate Card:	£254.78	£126.10

Lloyds Bank Instant Access Online Saver	£2,979.75	£100,000.00
NSIB	£0.00	£0.00

529/2024-25 **COUNCIL REPRESENTATIVES' REPORTS**

None.

530/2024-25 **CAPITAL PROJECTS REPORT**

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

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

**@7.32PM** the Mayor's Chaplain left the meeting.

(iii) Having further considered the matter of proposed hire charges for the Maude Community Centre First Floor Community Hall and the Annex Building Imbert Room; this matter having been deferred from the previous Full Council meeting, it was:

**PROPOSED BY:** Councillor Terry

**SECONDED BY:** Councillor Houston

**RESOLVED – that (i) Hire Charges for 2025-26 in respect of the Maude Community Centre First Floor Community Hall and the Maude Community Centre Annex Building's Imbert Room, as presented by Councillor Terry, without any additional caretaker charge to be applied be hereby approved and adopted and that (ii) a refundable excess cleaning and / or damage deposit in the amount of £150 be applied to all bookings relating to parties, wedding receptions, wakes, table and craft sales and similar.**

\*Hire charges for 2025-26 in respect of The Maude Community Centre Community Hall and the Maude Community Centre Imber Room were, therefore, set as below:

**Community Hall Hire Charges:**

**Regular User Rate – Per hour (inc VAT):**

*(Hirer must commit to six or more bookings in a six-month period)*

*Excluding use of kitchen/bar facilities* £16.00 per hour

*Including use of kitchen/bar facilities* £20.00 per hour

**Regular User Rate (Charities/Non Profit Orgs) – Per hour (inc VAT):**

*(Hirer must commit to six or more bookings in a six-month period)*

*Excluding use of kitchen/bar facilities* £12.00 per hour

*Including use of kitchen/bar facilities* £16.00 per hour

**Casual Bookings – Per hour (inc VAT):**  
Excluding use of kitchen/bar facilities £18.00 per hour  
Including use of kitchen/bar facilities £22.00 per hour

**Casual Bookings (Charities/Non Profit Orgs) – Per hour (inc VAT):**  
Excluding use of kitchen/bar facilities £14.00 per hour  
Including use of kitchen/bar facilities £18.00 per hour

**New Romney Sports Clubs (NRFC & NRCC) Rate – Per hour (inc VAT):**  
Excluding use of kitchen/bar facilities £7.50 per hour  
Including use of kitchen/bar facilities £9.50 per hour

**Imbert Room Hire Charges:**

**Casual Bookings – Per hour (inc VAT):**  
Including use of kitchen facilities £14.00 per hour

**Casual Bookings (Charities/Non Profit Orgs) – Per hour (inc VAT):**  
Including use of kitchen facilities £10.00 per hour

531/2024-25 **POLICY ON LIVESTREAMING COUNCIL MEETINGS**

Having duly considered the draft Policy on the Live-Streaming and Recording of Council and Committee Meetings, and with any questions first having been raised and answered, it was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Thomas

**RESOLVED UNANIMOUSLY – that Policy on the Live-Streaming and Recording of Council and Committee Meetings be hereby approved and adopted with immediate effect.\***

\*NB: This Policy to be implemented as soon as the required video conferencing equipment has been purchased and received.

532/2024-25 **PARISH COUNCIL SUPPORT SCHEME**

Having duly considered a request from the Romney Marsh Community Hub for the Town Council to submit an application to the Parish Council Support Scheme to assist in funding the Community Hub's monthly Ex-Armed Forces Drop-In Sessions, and having noted the difficulties arising due to extremely tight deadlines, it was:

**PROPOSED BY:** Councillor Rivers  
**SECONDED BY:** Councillor Coe

**RESOLVED UNANIMOUSLY – that the Clerk shall explain to the RMCH Fundraising Coordinator that the Town Council is unable to submit an application for funding from the Parish Council Support Scheme due to the difficulties arising in light of the extremely tight deadlines for this scheme but that the Council is, instead, open to supporting the Ex-Armed Forces Drop-In Sessions via a direct grant,**

**for which an application should be submitted to the Town Council's Finance & General Purposes Committee.**

533/2024-25 **REVIEW OF NRTC BUILDINGS USE**

Having further considered the issue of the future use of the Assembly Rooms in light of the forthcoming completion of the Maude Community Centre, and having duly noted questions submitted by an interested party, it was:

**PROPOSED BY:** Councillor Rivers

**SECONDED BY:** Councillor Terry

**RESOLVED UNANIMOUSLY – that further consideration of the future use of the Assembly Rooms be deferred until a future meeting of Full Council, and that, in the interim, the Clerk shall respond to routine questions about the current status and approximate running costs of the Assembly Rooms.**

534/2024-25 **EXCLUSION OF PUBLIC AND PRESS**

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

535/2024-25 **ON-GOING MATTERS**

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

536/2024-25 **PERSONNEL MATTERS**

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

537/2024-25 **LAND AND TENANCY MATTERS**

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

538/2024-25 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

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

Minutes prepared by the Town Clerk