

MINUTES
of
An Especial Meeting of New Romney Town Council
Held in the Council Chamber, New Romney
on Monday 23rd June 2025
Commencing at 6.45pm

PRESENT: Deputy Mayor of New Romney, Councillor Peter Coe

Town Ward:
Councillors: P Carey and S Hodges

Coast Ward:
Councillors: J Hiscock, S O'Hare and P Peacock

In Attendance:
Town Clerk - Mrs C Newcombe
RFO - Mrs C T Morris

IN THE CHAIR
The Deputy Mayor – Councillor P Coe

098/2025-26 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted, as follows:

Councillor Rev Cn McLachlan	-	for personal reasons
Councillor J Rivers	-	for personal reasons
Councillor P Thomas	-	who was attending a FHDC meeting

NB: Apologies were also subsequently received from Councillor Phillips due to work commitments and Councillor Terry for personal reasons.

099/2025-26 **DISPENSATION TO PARTICIPATE**

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

100/2025-26 **DECLARATIONS OF INTEREST**

@6.46PM Councillor Miss Hiscock declared a personal interest in Town Council detailed end of year accounts due to her employment of a contractor who is also employed by the Town Council. (Minute Ref 104/2025-26(i) refers.)

101/2025-26 **REVIEW OF ACTIONS UNDERTAKEN IN LIGHT OF INTERNAL AUDITOR'S REPORT ISSUED FOR 2023-24**

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 was duly received and noted. No remedial actions had been required to be undertaken during 2024-25.

102/2025-26 **REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL PROCEDURES FOR 2023-24**

(i) Noting that the Council had previously reviewed and approved the Risk Management Statement for 2024-25 (Minute ref 663/2024-25(ii)(c) refers) and having considered the report of the Internal Auditor for 2024-25, which had been circulated to all Councillors, it was:

PROPOSED BY: Councillor Carey

SECONDED BY: Councillor O'Hare

RESOLVED UNANIMOUSLY - that the report of the Internal Auditor for 2024-25 be received and approved.

(ii) Having considered the Statement of Intent on Internal Control Procedures for 2025-26, which had been previously approved at the Full Council meeting held on 14th April 2025 (Minute ref 663/2024-25(ii)(d) refers), and noting that there had been no significant control issues highlighted by the Town Council's appointed Independent Internal Auditor in respect of 2024-25, it was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY - that the signed Statement of Intent on Internal Control Procedures, which had been previously approved as stated, be now formally received and noted and the Chairman, Clerk and RFO be authorised to counter-sign the afore-mentioned document.

(iii) In light of the above, it was then:

PROPOSED BY: Councillor O'Hare

SECONDED BY: Councillor Hodges

RESOLVED UNANIMOUSLY - that the effectiveness of New Romney Town Council's Internal Control Procedures for 2024-25 be hereby confirmed.

103/2025-26 **REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT FOR 2024-25**

Having duly considered the following points in respect of the 2024-25 Internal Audit process:

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

It was:

PROPOSED BY: Councillor Hiscock
SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY - that the effectiveness of the Internal Audit for 2024-25 be hereby confirmed.

104/2025-26 **END OF YEAR ACCOUNTS AND ANNUAL RETURN 2024-25**

(i) Having duly considered the **detailed Annual Accounts for the year ending 31st March 2025**, copies of which had been previously circulated to all Councillors, it was:

PROPOSED BY: Councillor Peacock
SECONDED BY: Councillor Carey

RESOLVED UNANIMOUSLY - that the detailed annual accounts for the year ending 31st March 2025 be hereby approved.

(ii) Having approved the detailed annual accounts for the year ending 31st March 2025, it was next necessary for the Council to formally resolve to approve the **Annual Return** which included the Annual Governance Statement and the Accounting Statements for 2024-25.

(a) Having duly considered the Annual Governance Statement for 2024-25, as detailed on page 4 of the Annual Return, it was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Peacock

RESOLVED UNANIMOUSLY - that the Annual Governance Statement for 2024-25 on page 4 of the Annual Return be hereby approved and signed accordingly by the meeting Chairman and the Town Clerk.

The Annual Governance Statement for 2024-2025 was then signed by the Chairman and the Town Clerk and dated.

(b) Having next duly considered the Accounting Statements for 2024-25, as detailed on page 5 of the Annual Return, which, it was confirmed, had been signed and dated by the Responsible Financial Officer prior to this meeting, it was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Hiscock

RESOLVED UNANIMOUSLY - that the Accounting Statements for 2024-25, as detailed on page 5 of the Annual Return and as presented, be hereby approved and signed accordingly by the meeting Chairman and that the signed 2024-25 AGAR (Annual Governance and Accountability Return) be submitted forthwith for external audit.

The Accounting Statements for 2024-2025 were then duly signed by the Chairman and dated and the Clerk confirmed that the completed Annual Return would be duly submitted for external audit, together with all required supporting documentation, by the due date.

It was also confirmed that following publication of the 'Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return' on or by 24th June 2025, the Statutory Period for Exercise of Public Rights to inspect Annual Town Council Accounting Records for 2023-24 would commence on 25th June 2025 and conclude on 5th August 2025.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded **@ 7.05PM.**

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