

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk
and
Responsible Financial Officer

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

Tel: New Romney 01797 362348

Ref: CN/3005

19th January 2022

Dear Councillor,

SUMMONS TO ATTEND A MEETING OF NEW ROMNEY TOWN COUNCIL, TO BE HELD IN THE ASSEMBLY ROOMS, NEW ROMNEY, ON THURSDAY 27TH JANUARY 2022 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. Newcombe

Mrs C Newcombe
Town Clerk and Responsible Financial Officer

Email: town.clerk@newromney-tc.gov.uk

PLEASE NOTE: Accessibility at both the Town Hall and The Assembly Rooms, Church Approach, New Romney is limited for those persons with restricted mobility.

The afore-mentioned meeting will be held physically and will commence at 6.45pm.

Members of Public are welcome to join this meeting. However, please be advised that face coverings must be worn at all times inside the Assembly Rooms (unless exempt) and both Councillors and Members of Public are

strenuously urged to take a home Covid lateral flow test before attending the meeting.

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

Available seating inside the Assembly Rooms is currently limited due to necessary social-distancing precautions. Up to 3 seats will be reserved, in the first instance, for those who have provided written notice of their request to speak in Public Session. Remaining seats will be available on a strictly first come first served basis.

All attendees – both Councillors and Members of Public - will be required to sanitise hands on entry and exit, maintain social distancing and follow one way systems in place inside the building. They are also required to leave contact details for the NHS Track and Trace system either by scanning the QR code on display inside the building or by providing the attending Council Officer with full name and telephone number. Any data collected by a Town Council Officer for this purpose will be retained for 21 days and then disposed of securely. Data collected for track and trace purposes will not be used for any other purpose.

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 Friday 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

**FULL COUNCIL MEETING
THURSDAY 27TH JANUARY 2022 AT 6.45PM**

PRAYERS led by the Mayor's Chaplain

AGENDA

- 1. APOLOGIES:**
To receive the apologies of councillors unable to attend and approve reasons for absence.

- 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. REPORT OF THE KENT COUNTY COUNCILLOR:**
To receive the report of the County Councillor for Romney Marsh (who is requested to provide a written copy of the report).

- 5. REPORTS OF FOLKESTONE & HYTHE DISTRICT COUNCILLORS:**
To receive the reports of the District Councillors for New Romney's Town and Coast Wards (who are each requested to provide a written copy of the relevant report).

- 6. ADJOURNMENT OF MEETING:**
To consider formal adjournment of the meeting of the Council for a maximum period of fifteen minutes to allow for an allocated public session.

- 7. PUBLIC QUESTIONS:**
Members of the public may put questions to the Chairman of the Council for a period of fifteen minutes regarding matters to do with the town of New Romney and its coastal areas of Littlestone and Greatstone, including items on the agenda. Any Councillors who have declared an "Other Significant Interest" in matters to be

discussed at this meeting will also have the opportunity to speak within the session set aside for public participation, in accordance with the Town Council's Code of Conduct Item 5(3)(b), which reads as follows:

“ Where you have an Other Significant Interest in any business of the Authority, you may... make representations, answer questions or give evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose.”

8. RE-CONVENING OF MEETING:

To formally re-convene the meeting of the Council.

9. MINUTES (Encs*):

(i) To approve the minutes of the **Especial Full Council Meeting** held on **9th December 2021** (To follow).

(ii) To approve the minutes of the **Full Council Meeting** held on **15th December 2021** (Attached hereto*).

10. MAYOR'S REPORT AND COMMUNICATIONS:

To receive and note the report of the Mayor:

(i) Mayor's Civic Function List

(ii) Any Communications received by or for the Mayor

11. TOWN CLERK'S REPORT (Encs*):

To receive and note the Town Clerk's report (Attached hereto*).

12. CAPITAL PROJECTS REPORT (Encs*):

To receive and note the report on Capital Projects currently being undertaken, if available, and take any such action as may be deemed necessary thereon and / or consider any recommendations made therein.

13. STANDING ORDER No.14:

The Mayor to consider any questions raised by Councillors, of which proper notice has been given (three working days minimum).

14. STANDING COMMITTEES (Encs*):

To receive and note the minutes of the following Standing Committee meetings and resolutions detailed therein and to ratify any recommendations also detailed therein, if required:

(i) Planning and Environment Committee

(a) Meeting held on 8th December 2021 (Attached hereto*)

(b) Meeting held on 5th January 2022 (Attached hereto*)

(ii) Personnel Panel

Meeting held on 22nd December 2021 (Attached hereto*)

(iii) Finance & General Purposes Committee

Meeting held on 18th January 2022 (To follow)

15. TOWN CLERK'S FINANCIAL REPORTS FOR 2021-22 (Encs*):

(i) To consider final payments and receipts and bank reconciliations for November 2021, if available.

(ii) To consider amended reports for August and September 2021

16. COUNCIL REPRESENTATIVES' REPORTS:

To receive and note any **written reports of Representatives on Outside Bodies**, and from Councillors who have attended other meetings or fixtures on behalf of New Romney Town Council since the last ordinary meeting of the Council, if available.

17. WORKING PARTY REPORTS:

To receive and note any **written output reports** from New Romney Town Council **Working Party meetings** and consider any action points raised therein.

- Dementia Planning Working Party
- Climate Change Emergency Working Party
- Litter Strategy Working Party
- Accessibility Working Party
- Emergency Plan Working Party

18. PRECEPT REQUIREMENT 2022-23 (Encs*):

To approve the precept requirement for 2022-23.

19. KALC COMMUNITY AWARD SCHEME 2022 (Encs*):

To consider nominations for the afore-mentioned award scheme.

20. EXCLUSION OF PUBLIC AND PRESS:

To consider exclusion of public and press in accordance with Standing Order No.34 (a), which states that *'in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded [from the meeting] and they are instructed to*

withdraw' due to the fact that the following agenda items relate to legal matters.

21. ON-GOING MATTERS:

To consider any updates or additional information and/or progress on any on-going legal or contractual matters (Confidential report to follow if appropriate) and to take any action thereon as may be deemed necessary.

- CHSPN Tendering Process

22. PERSONNEL MATTERS:

To receive and note any report regarding Personnel Matters (Confidential report to follow if appropriate) and take any such action as may be deemed necessary thereon.

23. LAND AND TENANCY MATTERS:

To consider matters pertaining to Town Council Land and Tenancies (confidential report to follow if appropriate) and take any such action as may be deemed necessary thereon.

- Land to rear of sports field - Update

24. CONCLUSION OF PRIVATE SESSION:

To consider concluding private session, if appropriate.

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

Town Clerk and Responsible Financial Officer – 19th January 2022

KCC Member for Romney Marsh Report

21.01.2022

Here is my report in these 'covid' recovery times.



Highways matters.

We have lots of 'pot holes' appearing with the frosty weather. If you find a problem, please report it on the site address below.

<https://webapps.kent.gov.uk/KCC.KHSFaultsGIS.Web.Sites.Public/ReportAFault.aspx>

Sea Defence News

The sea defence scheme at Lydd ranges the build is progressing well, but it is at least a two year build. I will be doing a site visit back end of winter.

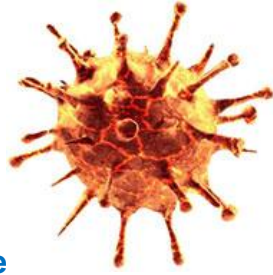
Littlestone re-shingling I have been informed of this winter's work, from Louise Sturgeon of the EA...

"I wanted to inform you that we are planning to undertake our annual shingle recycling between Littlestone and St Mary's Bay in the new year. We are currently liaising with our contractors and hope to carry out the works between mid-January and conclude in February 2022.

Generally, the project will replicate what we did last year including; removal of the shingle from the promenade at St Marys Bay, compounds at Jesson Outfall and Coast Road (by the water tower), pre/post condition surveys for the temporary compound on Coast Road and provide updates to the local community/businesses e.g. Town Clerk, Romney Bay House Hotel, Varne Boat Club, RNLI.

Works will be delivered by Canterbury City Council under our Public Sector Cooperation Agreement."

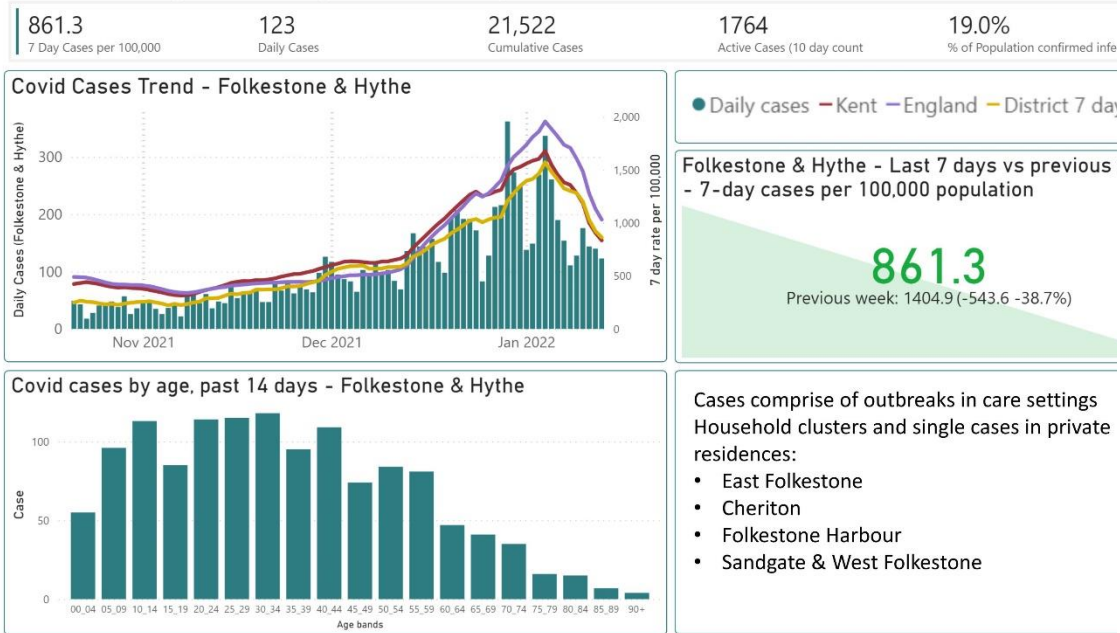
I took a trip down to Littlestone wall, the shingle is at the moment in very good condition. I keep my fingers crossed for a mild winter.



Covid update

Much better news this week after the very high rates of infection in the district.

Folkestone & Hythe Summary - Data for 7 days to: 13/01/22



HWRC

Booking System to stay and on-the-day bookings introduced across Kent. Following a large response to the public consultation held last year. On the 18 of January the Environment & Transport Cabinet Committee members voted in favour of the recommendation to retain the system and to introduce 'on the day' bookings at all HWRC's.

Climate Change

So far this winter we have been very lucky on the Marsh, lets hope it stays that way. As a point of interest the 'Coastal Survey' is giving a local sea temperature of 8.2 degrees (as I write this)...very warm for late January.

Tony Hills Kent County Council Member for Romney Marsh

AGENDA ITEM 5

Folkestone & Hythe District Councillor's Report by Councillor Patricia Rolfe NRTC- Full Council – 27th January 2022

Firstly, a Happy New Year! Let's hope 2022 brings good things for the Town of New Romney and for our District.

This report covers the period since my last report to New Romney Town Councillors.

Here is a summary of some, but not all, of the matters that I have dealt with since my last report.

1. Romney Marsh Partnership

Work continues apace on the range of issues that the Romney Marsh Partnership is progressing with strong engagement from the range of stakeholders involved. Here is an extract of my message sent to all Partners at the start of this year which hopefully summarises the extent of the regeneration work that is being undertaken.

2021 was a pivotal year for the Romney Marsh Partnership. We welcomed several new Partners to the main Board – representatives from Visit Kent, and the EKC Group (Ashford and Folkestone), and some to the sub-Groups – including but not limited to the Romney Marsh Community Hub and the RHDR. There were also some new faces representing existing Partners who joined us – each bringing welcome new skills and a fresh perspective to the work we are progressing. [REDACTED] – the RMP's Interim Partnership Co-ordinator proactively progressed a number of projects and lay a positive foundation for our new Senior Specialist – [REDACTED] to develop when she joined our 'Team [REDACTED] has already made her mark and has helped pull together many of the strands of work to ensure we remain focussed on our 5 key objectives....

Our web presence has been significantly improved – again a joint effort with the Partnership working with [REDACTED] from FHDC's Economic Development Team to deliver a professional and coherent explanation of the role of the RMP – its background, its aims and its objectives.

There has been meaningful progress across several of the key projects that the RMP has supported or is jointly leading.

- The new £2 million Romney Marsh Business Centre rose from the dust as a result of a strong collaborative partnership between Folkestone & Hythe District Council, the East Kent Spatial Development Company and with funding support from the Nuclear Decommissioning Authority (Magnox). It opened for business in December 2021 and will be a huge asset for the local business community going forward.*
- The long awaited expansion of the Mountfield Road Industrial Estate which has been in the pipeline for several years took a major step forward when a contractor was appointed to build the new road which will facilitate the creation of much needed new employment space for the whole of the Romney*

Marsh. The road will open up 5 hectares of land owned by Folkestone & Hythe District Council and was made possible following receipt of a £3.53 million share of the Governments 'Getting Building Funding'. The project was supported by Kent County Council and the Kent & Medway Economic Partnership and it is anticipated that more than 480 jobs will be created over the next 10 years as a result of the additional infrastructure improvements that will open up what is currently barren land for business.

- *The proposed new coastal enhancement scheme at Littlestone is being developed by Folkestone & Hythe District Council with support from the RMP – particularly in the development of the funding bid to the NDA. Once implemented it will create a major new destination point for the Marsh – helping to support and develop the local tourism economy whilst also helping to take some pressure off more sensitive environmental areas of the Marsh – such as Dungeness.*
- *The Partnership's Green Line project to develop a community transport project enabling improved links between the Marsh and Ashford (and Folkestone) has reached a key milestone. The RMP sub-group leading the initiative have secured funding from Kent County Council to undertake a detailed feasibility study which is due to start this month.*
- *Partnership members are also working on enhancing local Skills development, improving major elements of the local infrastructure, developing local the local broadband offer and much more*

The RMP's role in taking a strategic overview of the regeneration of Romney Marsh has helped support much of the positive change that is mentioned above. Working together, we and other Partnerships involved have demonstrated the benefits of collaborative working.

Looking forward, there is still much to do – the new RMP Delivery Plan will emerge next year and it will be good to see many of the projects that are being worked on take further steps towards final implementation.

You will note that a number of funding bids have been submitted and/or are being developed to support the key projects we are jointly leading or supporting.

2. Romney Marsh Business Hub

As mentioned above – the new hub opened on 7th December 2021. Councillor Wimble and I, cut the ribbon alongside a senior representative of the Nuclear Decommissioning Authority which has supported the project from the outset.

Here is a copy of the press release issued by Folkestone & Hythe District Council

NEWS RELEASE



7
December 2021

NEW ROMNEY CENTRE MEANS BUSINESS

The £2 million New Romney Business Hub has been officially opened. The centre, in Mountfield Road, will bring a range of new business and job opportunities to the Romney Marsh.

Folkestone & Hythe District Council and East Kent Spatial Development Company (EKSDC) equally contributed to the development by each funding £735,000. The Nuclear Decommissioning Authority's (NDA) socio-economic programme met £500,000 of the cost and provided a further £205,238 for an adviser to be based at the centre for the next four years to support local businesses.

The hub's 14 rooms have been designed to provide flexible workspace for small businesses to grow, including new companies and those who might be operating online from home. The first businesses are due to move in early next year.

Cllr David Wimble, F&HDC Cabinet Member for Economic Development, said the project was an excellent example of collaborative working, adding: "It is so exciting to see the hub become a reality. The workspace is fantastic and will be much sought after by businesses in the area and beyond."

Cllr Patricia Rolfe, Chair of the Romney Marsh Partnership and the New Romney Coastal Community Team, said: "This is a significant step in our ongoing efforts to develop and improve the Marsh economy for this - and future - generations and is further evidence of the benefit of collaborative and strategic partnership engagement."

Debbie Spalding, Chief Executive of EKSDC, said: "We are delighted to be involved in the delivery of this joint venture project which opens up employment opportunities to the Romney Marsh by providing high-quality office space to local businesses."

Neil Smith, Economic Development Manager for the NDA, said: "We look forward to this hub becoming a focus for new business activity and economic growth in the area. We and Magnox are very happy to have been involved in its creation along with our partners."

A new grant scheme utilising funds recovered from the Marsh Million of up to £248,641 has been designed by F&HDC to support businesses taking up space in the hub. Grants of up to £10,000 (or more in exceptional circumstances) are available for the fit-out of a bespoke design tailored to business needs, new furniture, office accessories and ICT equipment. [Click here for further details and how to apply.](#)

Opposite the hub, work is well underway on the construction of a new business park on the remaining five hectares of council-owned land on the estate and is due for completion in February next year.

F&HDC was awarded a £3.5 million Getting Building Fund award from central government in summer 2020 to service the site through a new access road and utilities. This will provide new places for local and new businesses to the area to

develop their own units, bringing some 500 jobs over the next 10 years. The project has been supported by the South East Local Enterprise Partnership, Kent County Council and the Kent and Medway Economic Partnership. Businesses interested in the space offered at the New Romney Business Hub can email debbie.spalding@eksdc.co.uk for more information.

ENDS

3. Oportunitas Ltd

The year ended with another good news story for the District when the leader of FHDC – Councillor Monk and I officially opened Phase One of the Royal Victoria Hospital development which now provides 18 high quality residential flats for private rental. Take up has been swift and at the time of writing only one unit remains available. The Company will now focus on the development of Phase Two which is well underway and is anticipated to be completed – delivering 19 further units – in the Autumn.

A copy of the Press Release issued by Folkestone & Hythe District Council is below:

NEWS RELEASE



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December 2021

MODERN HOMES IN A VICTORIAN SETTING NOW AVAILABLE

Part of the Royal Victoria Hospital in Folkestone has reopened its doors again – this time to provide more new homes in the district.

The Victorian building, which has stood empty since the last ward closed in 2006, has been converted into 18 quality apartments just a stone's throw from Radnor Park and Folkestone Central station.

A range of one and two bedroom properties – all finished to a high standard and with allocated parking included – have been made available to rent via Oportunitas, Folkestone & Hythe District Council's housing and regeneration company.

Oportunitas chairman Cllr Patricia Rolfe was joined by council leader Cllr David Monk for a ribbon-cutting ceremony and welcomed the completion of the first phase of the project.

She said: “The regeneration of this building, which has retained many of its original features, is very impressive. The apartments have a modern and bright feel whilst being sympathetic to their location within this landmark heritage building.

“Opportunitas aims to provide a benchmark for good practice in the private rental sector through the provision of high quality homes for local residents.

“The scheme will also generate income to help fund council services across the whole district in the future, so this really is a win-win for everyone. Anyone wanting to find out more about the homes [can register their interest now.](#)”

At the time of writing, there is one unit left to rent out.

With phase one of the development now complete, eyes turn to the new block being built on the site to provide a further 19 apartments. It is hoped this work will be completed by late next year.

Opportunitas is a company wholly owned by Folkestone & Hythe District Council to provide more homes for local people and to promote new employment and housing opportunities. Visit oportunitas.co.uk for more information.

ENDS

4. Residents’ issues

I have dealt with issues raised by local residents which include but are not limited to planning related matters, parking, enforcement, and waste services

5. Council Meetings

I have attended numerous meetings including a joint Overview & Scrutiny Committee meeting alongside representatives from Dover District Council to discuss the waste contract and associated issues, meetings of the Finance & Performance Scrutiny Committee (which are very budget focused at present) and others.

In summary

The above report covers some, but not all, of the work I have undertaken recently.
Keep safe and well everyone

I can be contacted on: Patricia.Rolfe@folkestone-hythe.gov.uk

Councillor Patricia Rolfe

22nd January 2022

E&OE

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MINUTES
of
An Especial Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney,
on Thursday 9th December 2021
Commencing at 6.45pm

PRESENT: The Right Worshipful the Mayor of New Romney and Speaker of the Cinque Ports, Councillor Paul Thomas

Town Ward:

Councillors: Mrs P S Rolfe, A Rodriguez, J Davies, J Rivers,

Coast Ward:

Councillors: Mrs P Metcalfe, Miss J Hiscock, R Tillson and P Coe

In Attendance:

Town Clerk - Mrs C Newcombe

IN THE CHAIR

The Town Mayor – Councillor P Thomas

The business of the Council commenced @ **6.45PM**

395/2021-22 APOLOGIES FOR ABSENCE

Apologies were received and noted, as follows:

Councillor Hardy	-	Due to work commitments
Councillor Mrs Lonbay Kapoor	-	For personal reasons
Councillor Rev Cn McLachlan	-	Who was unwell
Councillor Ms Nevard	-	For personal reasons
Councillor Wimble	-	For personal reasons

And it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rodriguez

RESOLVED UNANIMOUSLY – that reasons for absence, as detailed above, be approved.

NB: Apologies were subsequently also received from Councillor Carey for personal reasons and from Councillor Mrs Paice who was unwell.

396/2021-22 DISPENSATION TO PARTICIPATE

It was reported that no new applications for Dispensation to Participate had been processed.

397/2021-22 DECLARATIONS OF INTEREST

None.

398/2021-22 FUNDING ALLOCATION

It was duly noted that the application for a public works loan to part fund the Community Hall and Sports Pavilion project had not as yet been submitted. Thus, in respect of funds budgeted for any repayments that may become due in the 2021-22 financial year, it was:

PROPOSED BY: Councillor Tillson

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that of the £44,500 that has been allocated in the 2021-22 budget for PWLB loan repayments, the first half now be vired into the Community Hall and Sports Pavilion Project Reserve Fund and the second half be vired into the Community Hall and Sports Pavilion Project Reserve Fund at the end of March 2022 if it has not been required to make a loan repayment by that time.

399/2021-22 EXCLUSION OF PUBLIC AND PRESS

@6.53PM having duly considered the nature of matters to be discussed, it was:

PROPOSED BY: Councillor Tillson

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that due to the sensitive legal and contractual information about to be considered, which may serve to prejudice legal and / or contractual negotiations, it is advisable in the public interest that the Public and Press be temporarily excluded and they are now instructed to withdraw.

There were no members of public present at that time.

400/2021-22 ON-GOING MATTERS

Councillors duly considered confidential reports and confidential supporting information presented to the meeting by the appointed Project Management Team and the Town Clerk.

@6.54PM the confidential business of the meeting was paused while clarification was sought from a member of the Project Management Team regarding their report, however, the meeting was not formally adjourned and Councillors remained in confidential session.

@7.00PM the confidential business of the meeting resumed in confidential session.

Having discussed relevant matters in detail, it was:

PROPOSED BY: Councillor Mrs Metcalfe

SECONDED BY: Councillor Tillson

RESOLVED UNANIMOUSLY – that (i) the confidential report of Synergy Construction and Project Management Consultants dated 06.12.21 and the confidential report ref: NRTC/CN/13024A/091221/1 of the Town Clerk be duly received and noted; that (ii) the identified Preferred Contractor as recommended in the afore-mentioned confidential Synergy Construction and Property Management Consultants’ report dated 06.12.21 be formally confirmed and the Town Clerk be authorised to instruct the Synergy Project Management Team to now engage in a robust Value Engineering process* with the Preferred Contractor with a view to bringing the Project Design and Build Contract value down to a mutually agreeable maximum sum and that (iii) the outcome of the afore-mentioned Value Engineering process will be discussed and decided upon by the Town Council at a Full Council meeting to be held on Thursday 27th January 2022.

***NB: This VE exercise to be undertaken ‘at risk’ by the Preferred Contractor – with NO contract, actual or implied, attributable to this exercise until such time as the Town Council has formally confirmed that the Design and Build Contract value has been reduced to a level that is acceptable to the Town Council.**

@8.13PM Councillor Tillson conveyed his apologies to the Chairman and left the meeting.

401/2021-22 **CONCLUSION OF PRIVATE SESSION**

@8.14PM it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Miss Hiscock

RESOLVED UNANIMOUSLY – that private session be hereby concluded.

The Clerk's financial report regarding the mandated public works loan to part fund the Community Hall and Sports Pavilion project was duly received and noted.

Having considered detailed financial information provided therein and in light of (a) unforeseen impacts on the national economy and currently low interest rates applicable to PWLB loans which may be at risk of increasing in the near future and (b) the opportunity to reduce the term of the mandated loan, particularly given the fact that forward financial

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planning has resulted in funding being allocated to the project in advance of securing the loan, it was:

(i)

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rodriguez

RESOLVED UNANIMOUSLY – that resolution ref: 737/2018-19(xii)(i) be hereby amended to read as follows:

'New Romney Town Council WILL, immediately following acquisition of satisfactory planning consent relating to this project and the Conditional Contract* becoming Unconditional (or as soon as is practicable thereafter), seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB Loan of £1 million repayable over a period of 31 years for the purpose of providing a new, state of the art, Community Hall and Sports Pavilion and external refurbishment of the adjacent nursery building at Station Road Sports Field, New Romney. The annual loan repayments will be approximately £43,500.00.

(ii)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Rodriguez

RESOLVED UNANIMOUSLY – that resolution ref: 737/2018-19(xiii) that required the PWLB loan application to be split into 2 tranches of £500,000 and read as below:

‘RESOLVED – that the afore-mentioned loan approval application will take the form of two elements – a ‘full’ application - with full approval for 50% of the required amount being sought - to be drawn down in year one and within the relevant 12 month period – and an ‘in principle’ approval for 50% of the required amount being sought – with approval in full to then be sought and drawn down as necessary in year two, subject to requirement.’

- be hereby rescinded.

(iii)

PROPOSED BY: Councillor Mrs Rolfe

SECONDED BY: Councillor Miss Hiscock

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RESOLVED UNANIMOUSLY – that having first applied for and gained consent to borrow in accordance with the amended resolution above, the Clerk, in consultation with the Chairman of the Council, be also authorised to submit the LC1 Lending Application form to facilitate the drawing down of the PWLB loan at the appropriate time (within the limitations of the draw-down period), with the set-up fee (currently charged at 35p per £1,000) to be allocated from the Admin and Miscellaneous budget.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded **@ 8.31PM.**

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

MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, Church Approach, New Romney
on Wednesday 15th December 2021
Commencing at 6.45pm

PRESENT: The Right Worshipful the Mayor of New Romney and Speaker of the Cinque Ports, Councillor Paul Thomas

Town Ward:

Councillors: A Rodriguez, J Rivers, Rev Cn S McLachlan, P Carey and J Davies

Coast Ward:

Councillors: Miss J Hiscock, P Coe and Ms W Nevard

In Attendance:

Town Clerk	-	Mrs C Newcombe
Member of Public	-	1

IN THE CHAIR

The Mayor – Councillor P Thomas

PRAYERS

The Mayor's Chaplain was unable to attend on this occasion.

The business of the Council then commenced @ **6.45PM**

403/2021-22 APOLOGIES FOR ABSENCE

Apologies were received and noted, as follows:

Councillor Wimble	-	who was attending another meeting
Councillor Tillson	-	for personal reasons
Councillor Mrs Metcalfe	-	for personal reasons
Councillor Mrs Lonbay Kapoor	-	for personal reasons
Councillor Mrs Paice	-	for personal reasons

And it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that reasons for absence, as detailed above, be approved.

It was reported that apologies had also been received from the Mayor's Chaplain due to Church commitments.

404/2021-22 DISPENSATION TO PARTICIPATE

It was reported that no new applications for Dispensation to Participate had been granted.

405/2021-22 DECLARATIONS OF INTEREST

@ 6.48PM

Councillor Ms Nevard declared a Personal Interest in respect of all matters relating to the Community Hall and Sports Pavilion project due to her being a supporter of the Tax Payers' Alliance. (Minute ref: 414/2021-22 refers)

Councillor Miss Hiscock declared a Personal Interest in respect of the Town Clerk's Finance Reports as she hires a contractor who is also hired by the Town Council. (Minute ref: 417/2021-22 refers)

Councillors Rivers and Thomas declared a Personal Interest in respect of matters relating to KALC (Kent Association of Local Councils) due to their respective positions within this organisation.

406/2021-22 REPORT OF THE KENT COUNTY COUNCILLOR

The written report of the Kent County Councillor was not available on this occasion.

407/2021-22 REPORTS OF THE DISTRICT COUNCILLORS

The written reports of the District Councillors were not available on this occasion.

408/2021-22 ADJOURNMENT OF MEETING

There were no members of public present at this time and no questions had been received in writing so it was not necessary to adjourn the meeting.

409/2021-22 PUBLIC QUESTIONS

None.

410/2021-22 RE-CONVENING OF MEETING

Not applicable.

411/2021-22 MINUTES

(i) The Chairman presented the minutes of the **Full Council meeting** held on **16th November 2021**, copies of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Rodriguez

RESOLVED UNANIMOUSLY – that the minutes of the Full Council meeting held on 13th October 2021 be approved and signed as a true and correct record.

(ii) The minutes of the Especial Full Council meeting held on 9th December 2021 were not yet available.

The minutes of the Full Council meeting held on 16th November 2021 were duly signed by the Chairman of the Council.

412/2021-22 MAYOR'S REPORT AND COMMUNICATIONS

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

413/2021-22 TOWN CLERK'S REPORT

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

MEETING OF FULL COUNCIL – 15TH DECEMBER 2021 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 16th November 2021

- 1) Funding requests put forward by various **Town Council Working Parties** were duly considered during the annual budget-setting process.

Additional Items of Report:

- 1) **Councillor laptops** are currently being returned to Members, with all email accounts now having been reset. As previously advised, following the return of laptops to Members, the service of agendas and other documentation via email will resume in line with the Council's Declaration of Climate Change Emergency, Data Protection and Privacy Policies and in order to resume making the substantial postage and stationery savings that have been the result of electronic communications. It is envisaged that electronic service of communications and documents will resume from January 2022.
- 2) **Face coverings are once again mandatory in public venues.** Therefore, Councillors and public attending Council meetings will be required to wear a face covering at all times, except when invited to speak. At such time, a face covering can be removed.
- 3) As of Monday 13th December **Town Hall staff** will, once again, be **working as much as possible from home**. Councillors should use the previously circulated mobile phone numbers to contact the relevant staff members.

This concludes the Town Clerk's report.

Town Clerk

8th December 2021

Additional Items of Report:

- 1) The Clerk verbally reported that Councillor Mrs Patricia Rolfe had resigned from her position as Town Ward Member of New Romney Town Council with immediate effect.
- 2) The Clerk also verbally reported that a Freedom of Information Request had been received in respect of the sale of land to the rear of Station Road Sports Field and that a detailed reply had been provided within the required time frame.

414/2021-22 CAPITAL PROJECTS REPORT

A written Community Hall and Sports Pavilion Project Update Report was not available on this occasion.

Project procedure was duly considered and it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Rodriguez

RESOLVED UNANIMOUSLY – that, (i) in order to clarify procedure in respect of dealing with the Community Hall, Sports Pavilion and Nursery Project, the Town Council formally confirms the following:

- **The Community Hall, Sports Pavilion and Nursery Project finance spreadsheet will be compiled and updated by the Finance Clerk and formally issued to the PSG and Project Team on request. The CHSPN finance spreadsheet will be updated and presented to Full Council on at least a quarterly basis, detailing the funds available and the funds spent to date, in line with Council Standing Orders and Policies.**
- **The Community Hall, Sports Pavilion and Nursery Project decision-related communications to any third party will be formally issued by the Town Clerk (Proper Officer) or Deputy Town Clerk, in line with Council Standing Orders and Policies.**

And that (ii) in order to deal with the CHSPN project in a more structured manner going forward:

- **The Project Steering Group meetings shall be held on a regular monthly basis henceforth with the agenda being issued in the same timeframe as for other Council meetings.**

415/2021-22 STANDING ORDER NO.14

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

416/2021-22 STANDING COMMITTEES

(i)(a) Councillor Thomas presented the minutes of the **Planning and Environment Committee** meeting held on **17th November 2021**, which were duly received and noted.

(b) The minutes of the Planning and Environment Committee meeting held on 8th December 2021 were not yet available.

(ii) Councillor Miss Hiscock presented the minutes of the **Personnel Panel** meeting held on **24th November 2021**, which were duly received and noted.

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(iii) Councillor Rivers presented the minutes of the **Finance & General Purposes Committee** budget meeting held on **1st December 2021** which were duly received and noted.

@7.08PM one member of public joined the meeting.

417/2021-22 TOWN CLERK'S FINANCIAL REPORTS

Having duly considered the financial report for October 2021, it was:

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Miss Hiscock

RESOLVED UNANIMOUSLY – that the Financial Report for October 2021 be hereby received and approved.

Payments and receipts for the month of **October 2021** being in the amounts as detailed below:

October 2021 Payments: £25,276.72 Receipts: £10,858.10

418/2021-22 COUNCIL REPRESENTATIVES' REPORTS

Written reports regarding the activities of the following organisations were duly received and noted:

- KALC (Kent Association of Local Councils)

419/2021-22 WORKING PARTY REPORTS

(i) The written report of the **Litter Strategy Working Party** was duly received and noted.

(ii) The written report of the **Accessibility Working Party** was duly received and noted and it was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that (i) the Finance & General Purposes Committee be requested to endorse the surveying of the Town Hall by competent contractors to provide

recommendations for a replacement stair-lift or installation of a chair lift; (ii) the Finance & General Purposes Committee be requested to endorse the surveying of the Assembly Rooms by competent contractors to provide recommendations for the installation of a suitable method of disabled access to the main room and (iii) the Town Clerk be requested to consider amending the Town Council Website and Agendas to state that both the Town Hall and the Assembly Rooms have restricted access for people with limited mobility.

(iii) The written report of the **Dementia Working Party** was duly received and noted.

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(iv) The written report of the **Climate Change & Ecology Working Party** was duly received and noted.

(v) The verbal report of the **Emergency Plan Working Party** was duly received and noted. It was reported that no meeting had taken place recently as subsequent to the adoption of the New Romney Community Emergency Plan, the next stage was to contact all named persons on the Emergency Plan Appendices so that they could all come together and this would follow the process of updating data preferences for those named persons which was currently in hand.

420/2021-22 **KALC COMMUNITY AWARD SCHEME 2022**

Having duly considered whether to participate in the afore-mentioned Award Scheme, it was:

PROPOSED BY: Councillor Miss Hiscock

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that New Romney Town Council formally adopt the 2022 KALC Community Award Scheme.

The Town Council would, therefore, be required to submit its nomination for a KALC Community Award by the deadline of 14th February 2022.

421/2021-22 **COUNCILLOR SURGERIES**

Having duly considered relevant safety measures for Councillors attending Public Councillor Surgeries, in addition to the requirement already in place that at least TWO Councillors should be in attendance at any Councillor Surgery and the recommendation that they should

carry mobile phones in case there is a requirement to make an emergency call, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Rodriguez

RESOLVED UNANIMOUSLY – that (i) the attendance of the Community Warden at New Romney Town Council Councillor Surgeries be investigated; (ii) the appointed MP’s Steward shall take responsibility for ensuring at least one further Councillor will be present at any Councillor Surgery in addition to the MP’s Steward and (iii) Personal alarms shall be purchased for use by New Romney Town Council Members attending Councillor Surgeries.

422/2021-22 **POINT OF ORDER**

@7.59PM Having duly noted the purpose of the attending member of public in being present at the meeting, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Rivers

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RESOLVED UNANIMOUSLY – that the attending member of public be permitted to participate in Private and Confidential Session for the purpose of making a confidential statement to the Council.

423/2021-22 **EXCLUSION OF PUBLIC AND PRESS**

@8.00PM having duly considered the nature of matters to be discussed, it was:

PROPOSED BY: Councillor Miss Hiscock

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that due to the sensitive legal and contractual information about to be considered, which may serve to prejudice legal and / or contractual negotiations, it is advisable in the public interest that, with the exception of the identified member of public, the Public and Press be temporarily excluded and they are now instructed to withdraw.

No members of the Press or other members of public were present at the meeting.

424/2021-22 **ON-GOING MATTERS**

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

425/2021-22 PERSONNEL MATTERS

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

426/2021-22 LAND AND TENANCY MATTERS

The identified member of public was invited to make his statement and his comments were duly received and noted by those present.

@8.18PM the member of public left the building.

@8.19PM Councillor Thomas left the meeting.

@8.20PM Councillor Thomas re-joined the meeting.

The Clerk's Confidential report on Land and Tenancy Matters was then also received and noted, including actions already in hand.

Discussion ensued with any questions being put and answered.

427/2021-22 CONCLUSION OF PRIVATE SESSION

@9.27PM it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rodriguez

RESOLVED UNANIMOUSLY – that private session be hereby concluded.

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The Chairman thanked the Councillors and Clerks for their attendance and the meeting then concluded **@ 9.27PM.**

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

MEETING OF FULL COUNCIL – 27TH JANUARY 2022 TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 15th December 2021

1) New Romney Town Council meeting agendas have now been amended to include an **accessibility statement** in respect of the Town Hall and the Assembly Rooms. The publication of copies of the accessibility statement on relevant pages of the Town Council website is currently in hand.

Additional Items of report

1) A petition has been received by the District Council in respect of the New Romney Town Council **Town Ward Vacancy**. A by-election will, therefore, be held; formal notices will be provided by the District Council for publication in due course.

It is of note that there is a local contingency forcing a by-election on the Town in respect of every casual Council vacancy arising, at an approximate cost to local taxpayers of £6,000 per Ward if contested. However, complaints are then received each time from local residents to advise that they cannot or are not willing to vote as neither candidate has provided any campaign material or campaigned in person and they, therefore, know absolutely nothing about the candidates. This results in negligible turn out which seems unfair on local taxpayers since this does not make good use of public funds.

Once a valid petition has been received, a by-election must take place and, even if uncontested, the by-election is still chargeable albeit at a lower rate. However, if a by-election is uncontested, then the vacancy may just as well be filled by co-option with no expense to local taxpayers being incurred.

In light of the above, and since a by-election has now, once, again, been called, it would be a worthwhile exercise if each current Council Member was to endeavour to recruit a serious candidate who is not only willing to stand for election but understands the importance of and commits to undertaking an election campaign whether in person, on paper, electronically via social media or a combination. In this way, if there is to be yet another by-election paid for by local taxpayers, then it can be one that is contested by a number of candidates who genuinely wish to represent their community and would at least provide better value for local taxpayers.

AGENDA ITEM 12

<u>CHSPNP FINANCIAL REPORT</u>			
<u>FUNDING</u>			
NRTC			
Initial Contribution		£	630,000.00
Additional Contributions		£	211,750.00
Public Donations	£	2,135.00	
CCT Donation	£	2,000.00	£ 4,135.00
Grant Funding			
RDHCT	£	25,000.00	£ 25,000.00
Total Funding Received @ 20.1.22			£ 870,885.00
<u>EXPENDITURE</u>			
CHSPP Reserve Fund	£	282,048.68	
Capital Reserve Fund	£	6,903.00	
Legal & Professional Fees Budget	£	17,250.00	
Total Expenditure Paid @ 20.1.22	£	306,201.68	
<u>BALANCE OF AVAILABLE FUNDING</u>			
CHSPP Reserve Fund	£	559,701.32	
CHSPP Grants & Donations Reserve Fund	£	29,135.00	
BALANCE OF AVAILABLE FUNDING @ 20.1.22			£ 588,836.32
<u>EXPECTED INCOME</u>			
Sale of land (inc FH&DC community contribution)		£	2,001,308.00
PWLB Loan		£	1,000,000.00
			£ 3,001,308.00
<u>CURRENT EXPECTED PROJECT BUILD BUDGET AS AT 20.1.22</u>			£ 3,590,144.32
Exc. VAT (to be reclaimed) inc. all further fees & FF&E			
Prepared by: C T Morris 24th January 2022			

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MINUTES

of

A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 08th December 2021
Commencing at 6.45pm

PRESENT:

Councillors: P Thomas, P Coe, Ms W Nevard, R Tillson, and J Davies

In the Chair: Councillor P Thomas (Chairman)

In Attendance: Planning Clerk - Mrs G Hall

381/2021-22 **APOLOGIES**

Apologies for absence were received from:

Councillor J Rivers – due to work commitments

Councillor P Carey – due to a prior commitment

It was

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Tillson

RESOLVED UNANIMOUSLY – That reasons for absence, as detailed above, be approved.

382/2021-22 **COMMITTEE MEMBERSHIP**

Consideration was given to the application from Councillor Mrs Janet Paice to join the Planning and Environment Committee.

It was

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Nevard

RESOLVED UNANIMOUSLY – To accept and welcome Councillor Mrs Janet Paice as a member of the Planning and Environment Committee with immediate effect.

383/2021-22 **DISPENSATION TO PARTICIPATE**

It was reported that no new applications for Dispensation to Participate had been received.

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384/2021-22 **DECLARATIONS OF INTEREST @ 6.50pm**

None.

385/2021-22 **ADJOURNMENT OF MEETING**

It was not necessary to adjourn the meeting as no members of the public were present and no questions had been received in writing.

386/2021-22 **PUBLIC QUESTIONS**

No public questions had been received.

387/2021-22 **RE-CONVENING OF MEETING**

Not applicable.

388/2021-22 **MINUTES**

Minutes of the Meeting Held on 17th November 2021

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 17th November 2021** a copy of which had been previously circulated to all Councillors.

Having duly considered the afore-mentioned minutes, it was:

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Coe

RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 17th November 2021 be approved and signed as a true and correct record.

Councillor Tillson abstained from voting as he had not been in attendance for the meeting.

389/2021-22 **PLANNING CLERK'S REPORT**

The Planning Clerk's report, a copy of which had been previously circulated, was received and noted.

390/2021-22 **SCHEDULE OF PLANNING APPLICATIONS**

It was

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – That the observations and recommendations as under be submitted to Folkestone and Hythe District Council.

<u>Application No.</u>	<u>Location and Description</u>
(i) 21/2289/FH	79 Coast Drive, Greatstone 161 New Romney, TN28 8NR Proposed rear two storey extension to replace existing extensions. Conversion of loft with addition of two dormers. Conversion of garage into living accommodation.
<u>RECOMMENDATION:</u>	No Objection
<u>Voting:</u>	
For Application:	5
Against Application:	0
Abstained:	0
(ii) 21/2316/FH	20 St Marys Road, New Romney, TN28 8JG Single storey rear extension
<u>RECOMMENDATION:</u>	No Objection
<u>Voting:</u>	
For Application:	5
Against Application:	0
Abstained:	0
(iii) 21/2332/FH	108 St Nicholas Road, Littlestone, New Romney, TN28 8QA Erection of single storey side extension
<u>RECOMMENDATION:</u>	No Objection
<u>Voting:</u>	
For Application:	5
Against Application:	0
Abstained:	0

391/2021-22 **ANY FURTHER APPLICATIONS RECEIVED**

(i) It was:

PROPOSED BY: Councillor Tillson
SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – That the additional planning applications received since issue of the Agenda be discussed and voted upon.

(ii) It was:

PROPOSED BY: Councillor Davies
SECONDED BY: Councillor Tillson

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RESOLVED UNANIMOUSLY – That the observations and recommendations as under be submitted to Folkestone and Hythe District Council.

- (i) [21/2294/FH](#) 31 Blenheim Road, Littlestone, TN28 8PR
- Formation of new vehicular access with block paving hardstanding onto an unclassified road.
- RECOMMENDATION: No Objection**
- Voting:**
- | | |
|-----------------------------|----------|
| For Application: | 5 |
| Against Application: | 0 |
| Abstained: | 0 |
- (ii) [21/2392/FH/TCA](#) Oak Lodge, Cannon Street, New Romney, TN28 8BH
- Felling of a Laburnum tree situated within a conservation area.
- RECOMMENDATION: No Objection subject to replacement tree being planted.**
- Voting:**
- | | |
|-----------------------------|----------|
| For Application: | 5 |
| Against Application: | 0 |
| Abstained: | 0 |

392/2021-22 [SCHEDULE OF LICENCE APPLICATIONS](#)

There were no licence applications for consideration.

393/2021-22 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/
DECISIONS/MATTERS**

The delegated decisions for the periods ending 18th November, 25th November and 2nd December 2021 details of which had been previously circulated, were received and noted by Members present.

394/2021-22 **ENVIRONMENTAL MATTERS**

(i) IDB Red Diesel Usage

Councillor Coe gave an update to the Committee and discussed the letters from Robert Monje of which had been previously circulated, was discussed and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – That a letter be sent to Damian Collins in support of Robert Monge - Assistant Clerk Engineer - Romney Marshes Area Internal Drainage Board’s request

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for seeking dispensation for IDBs to continue to use red diesel if using agricultural contractors until such time that red diesel is phased out in line with the agricultural sector.

The Meeting Concluded at 19:21

Minutes prepared by the Planning Clerk

MINUTES
of
A Meeting of the Planning and Environment Committee
Held in the Assembly Rooms, Church Approach, New Romney
on 5th January 2022
Commencing at 6.47pm

PRESENT:

Councillors: P Thomas, P Coe, Ms W Nevard, P Carey, Mrs J Paice and J Rivers

In the Chair: Councillor P Thomas (Chairman)

In Attendance: Planning Clerk - Mrs G Hall

437/2021-22 **APOLOGIES**

Apologies for absence were received from:

Councillor R Tillson – for personal reasons

Councillor J Davies – for personal reasons

It was

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – That reasons for absence, as detailed above, be approved.

438/2021-22 **DISPENSATION TO PARTICIPATE**

It was reported that no new applications for Dispensation to Participate had been received.

439/2021-22 **DECLARATIONS OF INTEREST @ 6.48pm**

Councillor Ms Nevard declared a Disclosable Pecuniary Interest in planning application 21/2478/FH.

440/2021-22 **ADJOURNMENT OF MEETING @ 6:49pm**

It was

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Carey

RESOLVED UNANIMOUSLY – That the meeting be hereby adjourned to accommodate a public session.

441/2021-22 **PUBLIC QUESTIONS**

We received statements regarding a planning application from two members of the Public. The statements had previously been circulated to all committee members. The Chairman provided a brief response.

442/2021-22 **RE-CONVENING OF MEETING @ 19:14**

It was

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Carey

RESOLVED UNANIMOUSLY – That the meeting be hereby re-convened.

443/2021-22 **MINUTES**

Minutes of the Meeting Held on 08th December 2021

The Chairman presented the **Minutes of the Planning and Environment Committee Meeting Held on 08th December 2021** a copy of which had been previously circulated to all Councillors.

Having duly considered the afore-mentioned minutes, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Nevard

RESOLVED – that the Minutes of the Planning and Environment Committee Meeting held on 08th December 2021 be approved and signed as a true and correct record.

Councillors Carey, Mrs J Paice and Rivers abstained from voting as they had not been in attendance at the meeting.

444/2021-22 **PLANNING CLERK'S REPORT**

There was nothing to report.

445/2021-22 **SCHEDULE OF PLANNING APPLICATIONS**

It was

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – That the observations and recommendations as under be submitted to Folkestone and Hythe District Council.

<u>Application No.</u>	<u>Location and Description</u>																
(i) 21/2283/FH	<p>44 High Street, New Romney, TN28 8BZ</p> <p>Change of use from office /retail to residential forming additional accommodation to the existing annexe "The Priory"</p> <p><u>RECOMMENDATION:</u></p> <table border="0"> <tr> <td><u>Voting:</u></td> <td>No Objection</td> </tr> <tr> <td>For Application:</td> <td>6</td> </tr> <tr> <td>Against Application:</td> <td>0</td> </tr> <tr> <td>Abstained:</td> <td>0</td> </tr> </table>	<u>Voting:</u>	No Objection	For Application:	6	Against Application:	0	Abstained:	0								
<u>Voting:</u>	No Objection																
For Application:	6																
Against Application:	0																
Abstained:	0																
(ii) 21/2284/FH	<p>44 High Street, New Romney, TN28 8BZ</p> <p>Listed Building Consent for change of use from office /retail to residential forming additional accommodation to the existing annexed "The Priory".</p> <p><u>RECOMMENDATION:</u></p> <table border="0"> <tr> <td><u>Voting:</u></td> <td>No Objection</td> </tr> <tr> <td>For Application:</td> <td>6</td> </tr> <tr> <td>Against Application:</td> <td>0</td> </tr> <tr> <td>Abstained:</td> <td>0</td> </tr> </table>	<u>Voting:</u>	No Objection	For Application:	6	Against Application:	0	Abstained:	0								
<u>Voting:</u>	No Objection																
For Application:	6																
Against Application:	0																
Abstained:	0																
(iii) 21/2238/FH	<p>RE-CONSULTATION: 19 Meehan Road, Greatstone, TN28 8SQ</p> <p>Construction of attic truss roof with two dormers front facing and two dormers rear facing, amendments to approved permission 21/1257/FH</p> <p><u>RECOMMENDATION:</u></p> <table border="0"> <tr> <td><u>Voting:</u></td> <td>RECOMMEND REFUSAL –</td> </tr> <tr> <td>5&8,</td> <td>Contravenes Policies HB8 part</td> </tr> <tr> <td><u>COMMENTS:</u></td> <td>IGM3 and T2</td> </tr> <tr> <td></td> <td>Detached property within 1m of</td> </tr> <tr> <td></td> <td>boundary.</td> </tr> <tr> <td>For Application:</td> <td>0</td> </tr> <tr> <td>Against Application:</td> <td>6</td> </tr> <tr> <td>Abstained:</td> <td>0</td> </tr> </table>	<u>Voting:</u>	RECOMMEND REFUSAL –	5&8,	Contravenes Policies HB8 part	<u>COMMENTS:</u>	IGM3 and T2		Detached property within 1m of		boundary.	For Application:	0	Against Application:	6	Abstained:	0
<u>Voting:</u>	RECOMMEND REFUSAL –																
5&8,	Contravenes Policies HB8 part																
<u>COMMENTS:</u>	IGM3 and T2																
	Detached property within 1m of																
	boundary.																
For Application:	0																
Against Application:	6																
Abstained:	0																
(iv) 21/2385/FH	<p>Brick Kiln Fields, Cockreed Lane, New Romney, TN28 8TE</p>																

Erection of a replacement dwelling.
Renewal of approved planning permission [Y18/0386/SH](#)

RECOMMENDATION:

<u>Voting:</u>	No Objection
For Application:	6
Against Application:	0
Abstained:	0

- (v) [21/2384/FH](#) Brick Kiln Fields, Cockreed Lane, New Romney, TN28 8TE
- Outline planning application (with all matters reserved) for proposed dwelling and parking.

RECOMMENDATION:

<u>Voting:</u>	No Objection
For Application:	6
Against Application:	0
Abstained:	0

NB Planning application references: 21/2358/FH & 21/23848/FH are situated in the adjacent parish of St Mary in the Marsh.

446/2021-22 [ANY FURTHER APPLICATIONS RECEIVED](#)

(i) It was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Paice

RESOLVED UNANIMOUSLY – That the additional planning applications received since issue of the Agenda be discussed and voted upon.

(ii) It was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Nevard

RESOLVED UNANIMOUSLY – That the observations and recommendations as under be submitted to Folkestone and Hythe District Council.

- (i) [21/2438/FH/NMA](#) Hope All Saints Garden Centre, Ashford Road, New Romney, TN28 8TE

184

Non material amendment to planning application [Y19/1275/FH](#) - Erection of 25 dwellings - to allow for minor changes to the site plan for pavement/road widths and dwelling frontage to accommodate porches with level access paths. Repositioning of some parking spaces. Minor revisions to internal partitions (some mirror image) within dwellings. Omission of some side windows and repositioning/realignment of front windows. Omission of overhanging bays. More construction detail shown to windows and dormers. Some changes to material finishes. Omission of 2.1m brick wall in front plot 5 entrance.

RECOMMENDATION:

<u>Voting:</u>	No Objection
For Application:	6
Against Application:	0
Abstained:	0

Councillor Ms Nevard left the meeting at 19:41 having previously declared a Disclosable Pecuniary Interest in respect of the next planning application and did not partake in the voting.

- (ii) [21/2478/FH](#) 64 St Nicholas Road, New Romney, TN28 8QA

Lawful development certificate (proposed) for a single storey rear extension to residential dwelling

RECOMMENDATION:

<u>Voting:</u>	No Objection
For Application:	5
Against Application:	0
Abstained:	0

Councillor Ms Nevard re-joined the meeting at 19:46

- (iii) [21/2441/FH](#) White Inch, Madeira Road, Littlestone, TN28 8QS

Outline planning application for 3 no two storey detached dwellings and garages. Re-submission of planning application [21/0169/FH](#) (previously recommended refusal)

185

RECOMMENDATION:

Voting:

COMMENTS:

For Application:

Against Application:

Abstained:

RECOMMEND REFUSAL –

Contravenes Policies HB1, HB3, HB10, T2, T3 & IMG3.

Insufficient information to Access, Layout and Scale.

0

6

0

447/2021-22 [SCHEDULE OF LICENCE APPLICATIONS](#)

There were no licence applications for consideration.

448/2021-22 [FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/ DECISIONS/MATTERS](#)

The delegated decisions for the periods ending 09th December, 16th December and 23rd December 2021 details of which had been previously circulated, were received and noted by Members present.

449/2021-22 [ENVIRONMENTAL MATTERS](#)

The chairman discussed with the committee the Public Consultation on refreshed Kent Minerals and Waste Local Plan details of which had been previously circulated, were received and noted by Members present.

The Meeting Concluded at 19:56

MINUTES
Of
A Meeting of New Romney Town Council's
Personnel Panel held on Wednesday 22nd December 2021
In the Assembly Rooms, Church Approach, New Romney
Commencing at 10.00am

PRESENT: Councillors P Thomas, Mrs P Metcalfe, Miss J Hiscock,
R Tillson and J Davies

In the Chair: Councillor Miss J Hiscock

In Attendance: Town Clerk - Mrs C Newcombe

428/2021-22 **APOLOGIES FOR ABSENCE**

None.

429/2021-22 **DISPENSATION TO PARTICIPATE**

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

430/2021-22 **DECLARATIONS OF INTEREST**

None.

431/2021-22 **MINUTES**

Having duly considered the minutes of the Personnel Panel meeting held on 24th November 2021, copies of which had been previously circulated to Members of the Personnel Panel, it was:

PROPOSED BY: Councillor Mrs Metcalfe

SECONDED BY: Councillor Davies

RESOLVED – that the minutes of the Personnel Panel meeting held on 24th November 2021 be signed as a true and correct record.

Councillor Thomas abstained from voting as he had not been present at the afore-mentioned meeting.

The Chairman then signed the afore-mentioned Minutes.

432/2021-22 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

433/2021-22 **FINANCIAL MATTERS**

The Budget Comparison Report 2021-22 relating to the personnel budget was not available on this occasion due to the close proximity of the recent annual budget-setting process.

434/2021-22 **EXCLUSION OF PUBLIC AND PRESS**

@10.04AM Having considered the nature of matters to be discussed under Agenda Item 9 and, in view of the fact that sensitive personal information that may identify one or more individuals was to be discussed, it was, in accordance with the Public Bodies (Admission to Meetings) Act 1960:

PROPOSED BY: Councillor Tillson

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that ‘in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded and they are now instructed to withdraw.’

NB: There were no members of public or press present at the meeting.

435/2021-22 **STAFF MATTERS****(i) Councillor / Staff Protocols**

There was nothing to report under this item of business.

(ii) Annual Staff Appraisal Process

(a) The confidential appraisal output report was duly received and noted and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Tillson

RESOLVED UNANIMOUSLY – that (i) the F&GP Committee be requested to increase the training budget for 2022-23 to facilitate additional staff and councillor training during the next civic year; (ii) the F&GP Committee be requested to investigate alternative banking and payment arrangements to improve day to day financial tasks; (iii) the F&GP Committee be requested to approve the purchase of new / replacement items of tools, workstation equipment and PPE*; the F&GP Committee be requested to investigate options and costs for upgrading the Town Hall heating system and (iv) to identify key priorities for the Town Clerk and the Finance Clerk for the coming months, to be reviewed and updated regularly, and to notify Councillors of the agreed priorities, re-iterating options for information seeking as a first step before engaging with the Town Clerk or Finance Clerk.

(b) Having duly noted the contents of the confidential appraisal output report relating to individual staff members, it was:

PROPOSED BY: Councillor Miss Hiscock

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that payment of annual salary increments for 2022-23 be formally confirmed and applied where relevant from 1st April 2022.

436/2021-22 **CONCLUSION OF PRIVATE SESSION**

@10.37AM it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that the private and confidential session be hereby concluded.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.37AM**.

NB: All documents referred to herein are available 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

MINUTES
Of
A Meeting of New Romney Town Council's
Personnel Panel held on Wednesday 22nd December 2021
In the Assembly Rooms, Church Approach, New Romney
Commencing at 10.00am

PRESENT: Councillors P Thomas, Mrs P Metcalfe, Miss J Hiscock,
R Tillson and J Davies

In the Chair: Councillor Miss J Hiscock

In Attendance: Town Clerk - Mrs C Newcombe

428/2021-22 **APOLOGIES FOR ABSENCE**

None.

429/2021-22 **DISPENSATION TO PARTICIPATE**

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

430/2021-22 **DECLARATIONS OF INTEREST**

None.

431/2021-22 **MINUTES**

Having duly considered the minutes of the Personnel Panel meeting held on 24th November 2021, copies of which had been previously circulated to Members of the Personnel Panel, it was:

PROPOSED BY: Councillor Mrs Metcalfe

SECONDED BY: Councillor Davies

RESOLVED – that the minutes of the Personnel Panel meeting held on 24th November 2021 be signed as a true and correct record.

Councillor Thomas abstained from voting as he had not been present at the afore-mentioned meeting.

The Chairman then signed the afore-mentioned Minutes.

432/2021-22 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

433/2021-22 **FINANCIAL MATTERS**

The Budget Comparison Report 2021-22 relating to the personnel budget was not available on this occasion due to the close proximity of the recent annual budget-setting process.

434/2021-22 **EXCLUSION OF PUBLIC AND PRESS**

@10.04AM Having considered the nature of matters to be discussed under Agenda Item 9 and, in view of the fact that sensitive personal information that may identify one or more individuals was to be discussed, it was, in accordance with the Public Bodies (Admission to Meetings) Act 1960:

PROPOSED BY: Councillor Tillson

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that ‘in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded and they are now instructed to withdraw.’

NB: There were no members of public or press present at the meeting.

435/2021-22 **STAFF MATTERS****(i) Councillor / Staff Protocols**

There was nothing to report under this item of business.

(ii) Annual Staff Appraisal Process

(b) The confidential appraisal output report was duly received and noted and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Tillson

RESOLVED UNANIMOUSLY – that (i) the F&GP Committee be requested to increase the training budget for 2022-23 to facilitate additional staff and councillor training during the next civic year; (ii) the F&GP Committee be requested to investigate alternative banking and payment arrangements to improve day to day financial tasks; (iii) the F&GP Committee be requested to approve the purchase of new / replacement items of tools, workstation equipment and PPE*; the F&GP Committee be requested to investigate options and costs for upgrading the Town Hall heating system and (iv) to identify key priorities for the Town Clerk and the Finance Clerk for the coming months, to be reviewed and updated regularly, and to notify Councillors of the agreed priorities, re-iterating options for information seeking as a first step before engaging with the Town Clerk or Finance Clerk.

(b) Having duly noted the contents of the confidential appraisal output report relating to individual staff members, it was:

PROPOSED BY: Councillor Miss Hiscock

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that payment of annual salary increments for 2022-23 be formally confirmed and applied where relevant from 1st April 2022.

436/2021-22 **CONCLUSION OF PRIVATE SESSION**

@10.37AM it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that the private and confidential session be hereby concluded.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.37AM**.

NB: All documents referred to herein are available 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

AGENDA ITEM 15

<u>New Romney Town Council</u>				
<u>Bank Reconciliation as at 30th November 2021</u>				
				<u>Amount (£)</u>
Opening Balance as at 1 April 2021				1,256,960.43
<u>Add</u>	Receipts to 30th November 2021			391,673.08
Sub Total				1,648,633.51
<u>Subtract</u>	Payments to 30th November 2021			325,119.52
Closing Balance as at 30th November 2021				<u>1,323,513.99</u>
<u>Met By:</u>				
National savings Income Bond				651,453.00
Nat West Business Reserve Account Balance at 30th November 2021				592,948.43
Lloyds Bank Business Account Balance at 30th November 2021				37,282.57
Unity Trust Account Balance at 30th November 2021				45,529.93
Nat West Current Account Balance at 30th November 2021				500.00
<u>Less</u>	Outstanding Cheques/Transfers			4,199.94
<u>Plus</u>	Outstanding Credits/Lodgements			0.00
Total Bank Balance as at 30th November 2021				<u>1,323,513.99</u>
				Difference 0.00
<u>Outstanding Cheques/Transfers:</u>				<u>Outstanding Lodgements:</u>
	<u>Chq No</u>		<u>Amount (£)</u>	<u>Amount (£)</u>
15.9.21	250	Weweld	2209.92	
28.9.21	268	Marsh Ac	150.00	
8.11.21	293	TGODG Co	132.00	
8.11.21	296	BILT	10.20	
8.11.21	298	Mayor of Deal	70.00	
15.11.21	302	KALC	60.00	
15.11.21	304	GB Sport	42.33	
15.11.21	305	Margate C	70.00	
15.11.21	306	Ashford BC	40.00	
15.11.21	307	MPR IT	720.00	
18.11.21	314	Swanley TC	72.00	
22.11.21	315	Branch Fire &	255.96	
4.11.21	M/C	Wrap it & Pac	67.50	
10.11.21	M/C	Amazon	7.68	
23.11.21	M/C	Speedy Marq.	45.51	
24.11.21	M/C	Nalkaran Ltd	7.99	
24.11.21	M/C	Office Spec.	2.75	
23.11.21	M/C	Dotha UK	-37.90	
24.11.21	M/C	Waste Manag	274.00	
Total			<u>4,199.94</u>	Total
				<u>0.00</u>
<i>Prepared by: Tracy Morris BSc (Hons) MAAT 13th January 2022</i>				

New Romney Town Council		F&GP Committee																						
2021/2022 Receipts																								
November 2021																								
Date	Name	Ref:	Total Receipts	Total Banked	Precept	Bank & Inv Int	VAT Reclaim-ed	Town Hall House	Grant Fun ding	Use of T Hall & Admin	Misc	Contra	Reserve Funds	Sports Field & Maude	Allot -ments	The Greens	Hut & Winch	Flag -staff	Ass Rooms	Comm Hall	Way leaves	Grant Fun ding	Coney Banks	Misc
			389382.55	388803.55	361000.00	35.66	0.00	3878.60	0.00	0.00	7810.55	2367.00	2754.90	700.00	1447.00	910.00	4311.34	0.00	667.50	3500.00	0.00	0.00	0.00	0.00
3.11.21	Baby Seashells	541	550.00	550.00	c															550.00				
9.11.21	Shaw Rabson	542	579.80	579.80	c			579.80																
1.11.21	MPFA	S/O	100.00	100.00	c									100.00										
1.11.21	Wing Surf Ltd	FPI	100.00	100.00	c											100.00								
1.11.21	New Romney Counselling	70785	34.50	34.50	c															34.50				
8.11.21	Hirer	70786	60.00	60.00	c															60.00				
10.11.21	Hirer	70786	87.50	87.50	c															87.50				
12.11.21	New Romney Counselling	FPI	57.50	57.50	c															57.50				
15.11.21	Bakery 64	CHQ	45.00	-																				45.00
15.11.21	Allotment Tenant	9a	128.00	128.00	c								110.00		18.00									
15.11.21	Allotment Tenant	12b	128.00	128.00	c								110.00		18.00									
16.11.21	Balance Bar	CHQ	40.00	-																				40.00
17.11.21	Banked		-	85.00	c																			
17.11.21	Banked		-	539.00	c																			
17.11.21	Banked		-	40.00	c																			
16.11.21	KCC	BGC	153.00	153.00	c															153.00				
17.11.21	New Romney Counselling	CHQ	34.50	-																34.50				
17.11.21	Banked		-	34.50	c																			
23.11.21	Light Up New Romney	FPI	42.50	42.50	c															42.50				
26.11.21	Allotment Tenant	CHQ	128.00	128.00	c								110.00		18.00									
29.11.21	Romney Marsh Morris	FPI	11.50	11.50	c															11.50				
5.11.21	National Westminster - NSIB	452	5.53	5.53	c		0.11						5.42											
30.11.21	National Westminster	452	5.20	5.20	c		5.20																	
			0.00																					
	Monthly Total		2290.53	2869.53		0.00	5.31	0.00	579.80	0.00	0.00	0.00	335.42	100.00	54.00	100.00	0.00	0.00	481.00	550.00	0.00	0.00	0.00	85.00
	Cummulative Total		391673.08	391673.08		361000.00	40.97	0.00	4458.40	0.00	0.00	7810.55	2367.00	3090.32	800.00	1501.00	1010.00	4311.34	0.00	1148.50	4050.00	0.00	0.00	85.00
	Cross Cast		391673.08																					

Prepared By: C T Morris BSc (Hons) MAAT 13th January 2022

New Romney Town Council				New Romney Town Council			
List of Receipts (inc. VAT) - November 2021				Summary of Receipts (exc. VAT) - November 2021			
3.11.21	Baby Seashells	541	550.00	Community Hall (Nursery) - Rent	Precept		0.00
9.11.21	Shaw Rabson	542	579.80	Town Hall House - Net rent	Bank & Investment Interest		5.31
1.11.21	MPFA	S/O	100.00	Sports Field & Maude Pavilion - Rent	Town Hall House - Net Rent		579.80
1.11.21	Wing Surf Ltd	FPI	100.00	The Greens (Hardstanding) - Rent	Grant Funding		0.00
1.11.21	New Romney Counselling	70785	34.50	Assembly Rooms - Hire fees	Use of Town Hall & Admin		0.00
8.11.21	Hirer	70786	60.00	Assembly Rooms - Hire fees	Misc - Donation		0.00
10.11.21	Hirer	70786	87.50	Assembly Rooms - Hire fees	Reserve Funds - CHSPP Incidental Exps & Allotment Deposits		335.42
12.11.21	New Romney Counselling	FPI	57.50	Assembly Rooms - Hire fees	Sports Field & Maude Pavilion		100.00
15.11.21	Bakery 64	CHQ	45.00	Town Square - Pavement licences	Allotments - Rent		54.00
15.11.21	Allotment Tenant	9a	128.00	Allotment - Deposits & rent	Contra		0.00
15.11.21	Allotment Tenant	12b	128.00	Allotment - Deposits & rent	The Greens - IceCream Van		0.00
16.11.21	Balance Bar	CHQ	40.00	Town Square - Pavement licences	The Greens - Hardstanding		100.00
16.11.21	KCC	BGC	153.00	Assembly Rooms - Hire fees	Hut & Winch - Rent		0.00
17.11.21	New Romney Counselling	CHQ	34.50	Assembly Rooms - Hire fees	Assembly Rooms		481.00
23.11.21	Light Up New Romney	FPI	42.50	Assembly Rooms - Hire fees	Community Hall/Nursery		550.00
26.11.21	Allotment Tenant	CHQ	128.00	Allotment - Deposits & rent	Wayleaves		0.00
29.11.21	Romney Marsh Morris	FPI	11.50	Assembly Rooms - Hire fees	Town Square - Pavement licences		85.00
5.11.21	National Westminster - NSIB	452	5.53	CHSPP Inc Xpns Reserve/Bank & Investment Interest	Coney Banks - Grazing Fees		0.00
30.11.21	National Westminster	452	5.20	Bank & Investment Interest			
					VAT		0.00
					Total		2290.53
	Total		2290.53				
Prepared By: C T Morris BSc (Hons) MAAT				13th January 2022			

New Romney Town Council
2020/2021 Payments
November 2021

		Personnel Panel										F&GP Committee										Plan			
Date	Payee	Ref:	Total	Admin Salaries	Care taking Salaries	Paye, NI & Student Loan	Misc & Pensions	Town Hall	Town House	Mayor's Allow	Print & Stat	Petty Cash	Office Equip	Admin & Misc	Reserve Funds	VAT	Sports Field & Maude	Fairfield Rd Rec	Allot -ments	The Greens	Flag staff	Ass Rooms	Comm Hall	Misc	Plan -ning
			300961.23	32878.67	15435.03	6329.60	20359.63	5540.74	608.10	771.00	279.74	1400.00	5953.50	25687.37	139600.42	34481.57	803.23	1895.46	2630.83	2684.65	422.75	2818.33	353.00	27.61	0.00
2.11.21	Lloyds Bank	M/C	3.00											3.00											
2.11.21	Lloyds Bank	M/C	3.00											3.00											
1.11.21	FH&DC	D/D	195.00																				195.00		
1.11.21	FH&DC	D/D	499.00					499.00																	
1.11.21	OT Group Ltd	M/C	18.00								15.00				3.00										
8.11.21	Maidstone Borough Council	291	70.00							70.00															
8.11.21	MPR IT Solutions Ltd	292	479.41											399.51		79.90									
8.11.21	The Great Outdoor Gym Co Ltd	293	132.00													22.00			110.00						
8.11.21	Halo Training	294	50.00												50.00										
8.11.21	Synergy CPC LLP	295	2400.00												2000.00	400.00									
8.11.21	BLT Builders Merchants	296	10.20													1.70			8.50						
8.11.21	M Coleman Arboricultural Service	297	630.00												105.00		211.00	86.00	170.00	58.00					
8.11.21	Mayor of Deal's Civic Charity	298	70.00							70.00															
8.11.21	Rolfes DIY LLP	299	77.92					34.70							17.63							7.35		5.25	
8.11.21	B E Ames Ltd	300	561.60											468.00		93.60									
12.11.21	Salaries M8	F/P	7264.02	4776.63	2242.68		207.31							37.40											
5.11.21	Church Warden	F/P	30.00							30.00															
15.11.21	HMR&C M7	F/P	1298.49			1298.49																			
15.11.21	KCC re: KPF M7	F/P	2352.35				2352.35																		
15.11.21	HCI Data Ltd	301	102.00											85.00		17.00									
15.11.21	KALC	302	60.00												50.00	10.00									
15.11.21	Commercial Services Trading Ltd	303	83.44													13.91		34.77		34.76					
15.11.21	GB Sport & Leisure UK Ltd	304	42.33													7.05		17.64		17.64					
15.11.21	Margate Charter Trustees	305	70.00							70.00															
15.11.21	Ashford Borough Council	306	40.00							40.00															
15.11.21	MPR IT Solutions Ltd	307	720.00											600.00		120.00									
17.11.21	GeoXphere Ltd	308	144.00											120.00		24.00									
17.11.21	British Telecommunications plc	309	225.19											187.66		37.53									
17.11.21	Millenium Quest Ltd	310	1048.80											874.00	174.80										
18.11.21	Cash	311	300.00									300.00													
18.11.21	Furley Page LLP	312	4267.20											3556.00		711.20									
18.11.21	Mayor of Tunbridge Wells	313	30.00							30.00															
18.11.21	Swanley Town Council	314	72.00							72.00															
22.11.21	Branch Fire & Security	315	255.96					141.40	14.40							42.66						57.50			
4.11.21	Wrap It & Pack It Ltd	M/C	67.50								56.20					11.30									
10.11.21	Amazon	M/C	7.68										6.40			1.28									
23.11.21	Speedy Marquee	M/C	45.51										37.92			7.59									
24.11.21	Nalkaran Ltd	M/C	7.99								6.66					1.33									
24.11.21	Office Specialities Ltd	M/C	2.75								2.29					0.46									
23.11.21	Dothar UK	M/C	-37.90								-31.58					-6.32									
24.11.21	Waste Management Systems Ltd	M/C	274.00													45.67		228.33							
9.11.21	Business Stream	D/D	25.61					25.61																	
22.11.21	Trooli	D/D	78.00											65.00		13.00									
25.11.21	Business Stream	D/D	37.41																			37.41			
29.11.21	Veolia ES UK Plc	D/D	62.83					52.36								10.47									
28.10.21	OT Group Ltd - CxD	M/C	-18.00								-15.00					-3.00									
			24158.29	4776.63	2242.68	1298.49	2559.66	753.07	14.40	382.00	33.57	300.00	44.32	5592.20	2924.00	1958.12	0.00	263.41	314.33	340.90	58.00	297.26	0.00	5.25	0.00
	Monthly Total		325119.52	37655.30	17677.71	7628.09	22919.29	6293.81	622.50	1153.00	313.31	1700.00	5997.82	31279.57	142524.42	36439.69	803.23	2158.87	2945.16	3025.55	480.75	3115.59	353.00	32.86	0.00
	Cummulative Total																								
	Cross Cast		325119.52	Prepared By: C T Morris BSc (Hons) MAAT										13th January 2022											

New Romney Town Council List of Payments (inc. VAT) November 2021				New Romney Town Council Summary of Payments (exc. VAT) - November 2021			
2.11.21	Lloyds Bank	M/C	3.00	Admin & Misc - Bank charges	Admin Salaries		4776.63
2.11.21	Lloyds Bank	M/C	3.00	Admin & Misc - Bank charges	Caretaking Salaries		2242.68
1.11.21	FH&DC	D/D	195.00	Assembly Rooms - Non domestic rates	Paye, NI & Student Loan		1298.49
1.11.21	FH&DC	D/D	499.00	Town Hall - Non domestic rates	Personnel Misc & Pensions		2559.66
1.11.21	OT Group Ltd	M/C	18.00	Printing & Stationery	Town Hall		753.07
8.11.21	Maidstone Borough Council	291	70.00	Mayor's Allowance - Civic/charity event	Town Hall House		14.40
8.11.21	MPR IT Solutions Ltd	292	479.41	Admin & Misc - IT support/subscriptions/licences	Mayor's Allowance		382.00
8.11.21	The Great Outdoor Gym Co Ltd	293	132.00	The Greens - Repairs & Maintenance	Printing & Stationery		33.57
8.11.21	Halo Training	294	50.00	Recruitment & Training Reserve Fund - 1st Aid	Petty Cash		300.00
8.11.21	Synergy CPC LLP	295	2400.00	CHSPP Reserve Fund - Professional fees	Office Equipment		44.32
8.11.21	BILT Builders Merchants	296	10.20	The Greens - Repairs & Maintenance	Admin & Misc		5592.20
8.11.21	M Coleman Arboricultural Service	297	630.00	Grounds Maintenance/Tree Works	Reserve Funds - CHSPP, Festive Lighting		
8.11.21	Mayor of Deal's Civic Charity	298	70.00	Mayor's Allowance - Civic/charity event	Recruitment & Training		2924.00
8.11.21	Rolfes DIY LLP	299	77.92	Maintenance/cleaning mats/workwear/PPE	Sports Field & Maude Pavilion		0.00
8.11.21	B E Ames Ltd	300	561.60	Contra - Commemorative bench installation	Fairfield Road Recreation Ground		263.41
12.11.21	Salaries M8	F/P	7264.02	Admin/caretaking salaries & civic allowance	Allotments		314.33
5.11.21	Church Warden	F/P	30.00	Mayor's Allowance - Civic/charity event	The Greens		340.90
15.11.21	HMR&C M7	F/P	1298.49	Personnel - Payroll deductions/contributions	Flagstaff		58.00
15.11.21	KCC re: KPF M7	F/P	2352.35	Personnel - Pension contributions	Assembly Rooms		297.26
15.11.21	HCI Data Ltd	301	102.00	Admin & Misc - Subscriptions	Community Hall		0.00
15.11.21	KALC	302	60.00	Admin & Misc - Councillor training	Amenities Misc		5.25
15.11.21	Commercial Services Trading Ltd	303	83.44	The Greens/Fairfield Rd Rec - Inspections	Planning		0.00
5.11.21	GB Sport & Leisure UK Ltd	304	42.33	The Greens/Fairfield Rd Rec - Repairs & maintenance	VAT		1958.12
15.11.21	Margate Charter Trustees	305	70.00	Mayor's Allowance - Civic/charity event			
15.11.21	Ashford Borough Council	306	40.00	Mayor's Allowance - Civic/charity event			
15.11.21	MPR IT Solutions Ltd	307	720.00	Admin & Misc - IT support- Councillor laptops	Total		24158.29
17.11.21	GeoXphere Ltd	308	144.00	Admin & Misc - Subscriptions			
17.11.21	British Telecommunications plc	309	225.19	Admin & Misc - Phone/internet	Prepared By: C T Morris BSc (Hons) MAAT		13th January 2022
17.11.21	Millenium Quest Ltd	310	1048.80	Festive Lighting Reserve Fund			
18.11.21	Cash	311	300.00	Petty Cash & Postage			
18.11.21	Furley Page LLP	312	4267.20	Admin & Miscellaneous - Legal fees			
18.11.21	Mayor of Tunbridge Wells	313	30.00	Mayor's Allowance - Civic/charity event			
18.11.21	Swanley Town Council	314	72.00	Mayor's Allowance - Civic/charity event			
22.11.21	Branch Fire & Security	315	255.96	T Hall/Town Hall Hs/A Rooms - Fire safety			
4.11.21	Wrap It & Pack It Ltd	M/C	67.50	Printing & Stationery			
10.11.21	Amazon	M/C	7.68	Office Equipment - Phone cables			
23.11.21	Speedy Marquee	M/C	45.51	Office Equipment - Flipchart/easel			
24.11.21	Nalkaran Ltd	M/C	7.99	Printing & Stationery			
24.11.21	Office Specialties Ltd	M/C	2.75	Printing & Stationery			
23.11.21	Dothar UK	M/C	-37.90	Printing & Stationery - Refund			
24.11.21	Waste Management Systems Ltd	M/C	274.00	Allotment Gardens - Skip hire			
9.11.21	Business Stream	D/D	25.61	Town Hall - Water			
22.11.21	Trooli	D/D	78.00	Admin & Misc - Phone/internet			
25.11.21	Business Stream	D/D	37.41	Assembly Rooms - Water			
29.11.21	Veolia ES UK Plc	D/D	62.83	Town Hall - Waste			
28.10.21	OT Group Ltd - CxD	M/C	-18.00	Printing & Stationery			
	Total		24158.29				

New Romney Town Council**Revised****Bank Reconciliation as at 31st August 2021**

	<u>Amount (£)</u>
Opening Balance as at 1 April 2020	1,256,960.43
<u>Add</u> Receipts to 31st August 2021	<u>195,262.07</u>
Sub Total	1,452,222.50
<u>Subtract</u> Payments to 31st August 2021	<u>244,958.44</u>
Closing Balance as at 31st August 2021	<u><u>1,207,264.06</u></u>
<u>Met By:</u>	
National savings Income Bond	651,453.00
Nat West Business Reserve Account Balance at 31st August 2021	473,941.77
Lloyds Bank Business Account Balance at 31st August 2021	45,792.09
Unity Trust Account Balance at 31st August 2021	46,458.66
Nat West Current Account Balance at 31st August 2021	500.00
<u>Less</u> Outstanding Cheques/Transfers	10,881.46
<u>Plus</u> Outstanding Credits/Lodgements	<u>0.00</u>
Total Bank Balance as at 31st August 2021	<u><u>1,207,264.06</u></u>

Outstanding Cheques/Transfers:

<u>Chq No</u>	<u>Amount (£)</u>	Difference	<u>0.00</u>
228	40.00		
9832	2700.00		
231	55.00		
236	7599.00		
237	50.00		
238	60.00		
239	170.00		
M/C	27.97		
M/C	42.38		
M/C	2.50		
M/C	106.64		
M/C	27.97		
Total	<u><u>10,881.46</u></u>	Total	<u><u>0.00</u></u>

Outstanding Lodgements:
Amount (£)

Prepared by: Tracy Morris BSc (Hons) MAAT 9th December 2021

New Romney Town Council																								Plan	
2020/2021 Payments																								ning	
August 2021																									
				Personnel Panel											F&G Committee										
Date	Payee	Ref:	Total	Admin Salaries	Care-taking Salaries	Paye, NI & Student Loan	Misc & Pensions	Town Hall	Town Hall House	Mayor's Allow	Print & Stat	Petty Cash	Office Equip	Admin & Misc	Reserve Funds	VAT	Sports Field & Maude	Fairfield Rd Rec	Allot-ments	The Greens	Flag staff	Ass Rooms	Comm Hall	Misc	Plan-ning
			172468.20	18567.77	8706.79	2382.49	12979.05	3419.74	458.10	191.00	151.22	300.00	5609.19	16105.42	77831.50	18650.83	803.23	625.57	1953.06	1163.44	238.75	1960.44	353.00	17.61	0.00
2.8.21	Cash	0227	300.00									300.00													
6.8.21	Rolfes DIY LLP	9825	264.29					17.63						124.83		44.04			12.61	45.76		19.42			
6.8.21	M Coleman Arboricultural Service	9826	522.00													87.00		121.00	86.00	170.00	58.00				
6.8.21	New Romney Town Council N/W	9827	50000.00											50000.00											
6.8.21	New Romney Town Council Lloyds	-	-50000.00											-50000.00											
6.8.21	The Computer People Ltd	9828	60.00											50.00		10.00									
6.8.21	MPR IT Solutions Ltd	9829	27.00											22.50		4.50									
9.8.21	Synergy CPC LLP	9830	15600.00												13000.00	2600.00									
9.8.21	Sweco UK Ltd	9831	26538.00												22115.00	4423.00									
9.8.21	Buro Happold Ltd	9832	2700.00												2250.00	450.00									
9.8.21	Cheque cancelled (spoiled)	9833	0.00												0.00										
9.8.21	EcoHeat PH Ltd	9834	1111.84												741.22	370.62									
9.8.21	Allotment Tenant	9835	31.50																31.50						
9.8.21	The Lady Mayoress Charity	9836	50.00						50.00																
12.8.21	Salaries - Month 5	F/P	7020.35	4684.98	2242.88		83.69							8.80											
12.8.21	KCC - KPF - Month 4	F/P	2440.85				2440.85																		
12.8.21	HMR&C - Month 4	F/P	1405.30			1405.30																			
16.8.21	G Newing Electrical Contractors	229	180.00					150.00								30.00									
17.8.21	MPR IT Solutions Ltd	230	186.36											155.30		31.06									
17.8.21	Mayor of Medway's Charity	231	55.00						55.00																
17.8.21	Commercial Services Trading Ltd	232	247.08																						
19.8.21	British Telecommunications plc	233	225.49											187.91		41.19		102.94		102.95					
19.8.21	MPR IT Solutions Ltd	234	4096.94												3414.12	682.82									
19.8.21	Cash	235	300.00									300.00													
27.8.21	Orlestone Oak Ltd	236	7599.00												5066.00	2533.00									
27.8.21	PCC New Romney	237	50.00												50.00										
27.8.21	Maidstone Borough Council	238	60.00						60.00																
27.8.21	Canterbury Bookbinders	239	170.00											170.00											
3.8.21	Oscos Europe Ltd	M/C	27.97																						
5.8.21	Dhothar Shoes UK	M/C	42.38																						
13.8.21	Abbey Architectural Ironmongery	M/C	2.50																						
18.8.21	Online Playgrounds	M/C	106.64														17.77		44.44		44.43				
2.8.21	Lloyds Bank	M/C	3.00											3.00											
2.8.21	Lloyds Bank	M/C	3.00											3.00											
2.8.21	FH&DC	D/D	195.00																			195.00			
2.8.21	FH&DC	D/D	499.00					499.00																	
13.8.21	Business Stream	D/D	36.95					36.95																	
20.8.21	Trooli	D/D	78.00											65.00		13.00									
6.8.21	Oscos Europe Ltd	M/C	27.97																						
31.8.21	EDF Energy	D/D	7.00																						
31.8.21	EDF Energy	D/D	80.00					76.19																	
31.8.21	EDF Energy	D/D	37.00																						
31.8.21	Veolia ES -Uk Ltd	D/D	62.83					52.36																	
2.8.21	The Charter Trustees Margate	228	40.00							40.00															
			0.00																						
			72490.24	4684.98	2242.88	1405.30	2524.54	682.13	150.00	205.00	81.94	600.00	0.00	790.34	46636.34	11408.75	0.00	268.38	130.11	371.89	58.00	249.66	0.00	0.00	0.00
	Monthly Total		244958.44	23252.75	10949.67	3787.79	15503.59	4101.87	608.10	396.00	233.16	900.00	5609.19	16895.76	124467.84	30059.58	803.23	893.95	2083.17	1535.33	296.75	2210.10	353.00	17.61	0.00
	Cummulative Total																								
			244958.44																						

Prepared By: C T Morris BSc (Hons) MAAT 9th December 2021

New Romney Town Council				
List of Payments (inc. VAT) August 2021				
2.8.21	Cash	0227	300.00	Petty cash & potage
6.8.21	Rolfes DIY LLP	9825	264.29	Maintenance mats, workwear & small tooling
6.8.21	M Coleman Arboricultural Service	9826	522.00	Grounds maintenance
6.8.21	New Romney Town Council N/W	9827	50000.00	Contra - Fund transfer
6.8.21	New Romney Town Council Lloyds	-	-50000.00	Contra - Fund transfer
6.8.21	Rthe Computer People Ltd	9828	60.00	Admin & Misc - Remote IT support
6.8.21	MPR IT Solutions Ltd	9829	27.00	Admin & Misc - Licences/subscriptions
9.8.21	Synergy CPC LLP	9830	15600.00	CHSPP Resrve Fund- Professional fees
9.8.21	Sweco UK Ltd	9831	26538.00	CHSPP Resrve Fund- Professional fees
9.8.21	Buro Happold Ltd	9832	2700.00	CHSPP Resrve Fund- Professional fees
9.8.21	Cheque cancelled (spoiled)	9833	0.00	xx
9.8.21	EcoHeat PH Ltd	9834	1111.84	Boiler/Central Heating System Reserve Fund
9.8.21	Allotment Tenant	9835	31.50	Allotments - Rent refund on surrender of plot
9.8.21	The Lady Mayoress Charity	9836	50.00	Mayor's Allowance - Civic/charity event
12.8.21	Salaries - Month 5	F/P	7020.35	Personnel - Admin/caretaking sals & bus mileage
12.8.21	KCC - KPF - Month 4	F/P	2440.85	Personnel - Pension contributions
12.8.21	HMR&C - Month 4	F/P	1405.30	Personnel - Paye, Ni & S loan
16.8.21	G Newing Electrical Contractors	229	180.00	Town Hall House - Repairs & Maintenance
17.8.21	MPR IT Solutions Ltd	230	186.36	Admin & Misc - Office 365
17.8.21	Mayor of Medway's Charity	231	55.00	Mayor's Allowance - Civic/charity event
17.8.21	Commercial Services Trading Ltd	232	247.08	The Greens/Fairfield Rd Rec - Inspections
19.8.21	British Telecommunications plc	233	225.49	Admin & Misc - Phone/internet
19.8.21	MPR IT Solutions Ltd	234	4096.94	Building Rep & Restoration Reserve - T Hall cabling
19.8.21	Cash	235	300.00	Petty cash & potage
27.8.21	Orlestone Oak Ltd	236	7599.00	Play & Misc Equip Reserve - The Greens shelter
27.8.21	PCC New Romney	237	50.00	Confederation Reserve - Hire fee
27.8.21	Maidstone Borough Council	238	60.00	Mayor's Allowance - Civic/charity event
27.8.21	Canterbury Bookbinders	239	170.00	Admin & Misc - Minute book binding
3.8.21	Oscos Europe Ltd	M/C	27.97	Printing & Stationery - Folder rack (1)
5.8.21	Dhothar Shoes UK	M/C	42.38	Printing & Stationery - Paper
13.8.21	Abbey Architectural Ironmongery	M/C	2.50	The Greens - Repairs & Maintenance
18.8.21	Online Playgrounds	M/C	106.64	The Greens/Fairfield Rd Rec - Repairs & Maintenance
2.8.21	Lloyds Bank	M/C	3.00	Admin & Misc - Bank charges
2.8.21	Lloyds Bank	M/C	3.00	Admin & Misc - Bank charges
2.8.21	FH&DC	D/D	195.00	Assembly Rooms - Non domestic rates
2.8.21	FH&DC	D/D	499.00	Town Hall - Non domestic rates
13.8.21	Business Stream	D/D	36.95	Town Hall - Water
20.8.21	Trooli	D/D	78.00	Admin & Misc - Internet
6.8.21	Oscos Europe Ltd	M/C	27.97	Printing & Stationery - Folder rack (2)
31.8.21	EDF Energy	D/D	7.00	The Greens - Electricity
31.8.21	EDF Energy	D/D	80.00	Town Hall - Electricity
31.8.21	EDF Energy	D/D	37.00	Assembly Rooms - Electricity
31.8.21	Veolia ES -UK Ltd	D/D	62.83	Town Hall - Waste
2.8.21	The Charter Trustees Margate	228	40.00	Mayor's Allowance - Civic/charity event
			0.00	
	Total		72490.24	

Prepared By: C T Morris BSc (Hons) MAAT 9th December 2021

New Romney Town Council	
Summary of Payments (exc. VAT) - August 2021	
Admin Salaries	4684.98
Caretaking Salaries	2242.88
Paye, NI & Student Loan	1405.30
Personnel Misc & Pensions	2524.54
Town Hall	682.13
Town Hall House	150.00
Mayor's Allowance	205.00
Printing & Stationery	81.94
Petty Cash	600.00
Office Equipment	0.00
Admin & Misc	790.34
Reserve Funds - CHSPP, Boiler/Central	
Heating, Play & Misc Equip & Confederation	46636.34
Sports Field & Maude Pavilion	0.00
Fairfield Road Recreation Ground	268.38
Allotments	130.11
The Greens	371.89
Flagstaff	58.00
Assembly Rooms	249.66
Community Hall	0.00
Amenities Misc	0.00
Planning	0.00
VAT	11408.75
Total	72490.24

Prepared By: C T Morris BSc (Hons) MAAT 9th December 2021

<u>New Romney Town Council</u>				<u>Revised</u>	
<u>Bank Reconciliation as at 30th September 2021</u>					
					<u>Amount (£)</u>
Opening Balance as at 1 April 2021					1,256,960.43
<u>Add</u>	Receipts to 30th September 2021				378,524.45
Sub Total					1,635,484.88
<u>Subtract</u>	Payments to 30th September 2021				275,684.51
Closing Balance as at 30th September 2021					<u>1,359,800.37</u>
<u>Met By:</u>					
National savings Income Bond					651,453.00
Nat West Business Reserve Account Balance at 30th September 2021					592,545.31
Lloyds Bank Business Account Balance at 30th September 2021					75,248.72
Unity Trust Account Balance at 30th September 2021					46,227.20
Nat West Current Account Balance at 30th September 2021					500.00
<u>Less</u>	Outstanding Cheques/Transfers				6,173.86
<u>Plus</u>	Outstanding Credits/Lodgements				0.00
Total Bank Balance as at 30th September 2021					<u>1,359,800.37</u>
					Difference
					0.00
<u>Outstanding Cheques/Transfers:</u>				<u>Outstanding Lodgements:</u>	
	<u>Chq No</u>		<u>Amount (£)</u>		<u>Amount (£)</u>
8.9.21	244	KCC	30.00		
15.9.21	250	Weweld	2209.92		
21.9.21	255	GODG Co	24.00		
24.9.21	258	Sevenoaks	50.00		
24.9.21	259	Tenterden	80.00		
24.9.21	260	Faversham	30.00		
24.9.21	261	Margate	40.00		
24.9.21	262	LUNA	500.00		
24.9.21	263	HiKent	1000.00		
24.9.21	264	Auditor	879.70		
28.9.21	265	Print Junc	202.20		
28.9.21	266	H&W Tenant	250.00		
28.9.21	267	Sevenoaks	50.00		
28.9.21	68	Marsh Ac	150.00		
28.9.21	269	PPL PRS	31.27		
28.9.21	270	C Services	83.44		
28.9.21	271	MPR	279.96		
7.9.21	M/C	Parker	82.87		
9.9.21	M/C	Chelham	20.64		
10.9.21	M/C	Amazon	24.87		
10.9.21	M/C	Amazon	20.73		
10.9.21	M/C	SecureFix	37.00		
25.9.21	M/C	NR	6.39		
25.9.21	M/C	Amazon	4.93		
27.9.21	M/C	Schenzen	25.98		
27.9.21	M/C	Amazon	19.96		
2.8.21	228	Margate	40.00		
	Total		<u>6,173.86</u>	Total	<u>0.00</u>
Prepared by: Tracy Morris BSc (Hons) MAAT 9th December 2021					

New Romney Town Council				
List of Payments (inc. VAT) September 2021				
1.9.21	Kent County Playing Fields	240	20.00	Admin & Misc - Subscription
3.9.21	Synergy CPC LLP	9837	1200.00	CHSPP Reserve - Professional fees
3.9.21	Sweco UK Ltd	9838	3000.00	CHSPP Reserve - Professional fees
3.9.21	Guy Hollaway Architects Ltd	9839	3131.10	CHSPP Reserve - Professional fees
3.9.21	Confederation of Cinque Ports	9840	350.00	Admin & Misc - Subscription
3.9.21	M Coleman Arboricultural Service	9841	522.00	Grounds Maintenance
3.9.21	Kwazar UK Ltd	9842	942.00	Admin & Misc - Watering equipment
3.9.21	The Computer People Ltd	9843	60.00	Admin & Misc - Remote IT support
1.9.21	FH&DC	D/D	195.00	Assembly Rooms - Non domestic rates
1.9.21	FH&DC	D/D	499.00	Town Hall - Non domestic rates
8.9.21	G B Sport & Leisure U K Limited	241	273.42	The Greens/Fairfield Rd Rec - Repairs & Maintenance
8.9.21	Playsafety Ltd	242	417.60	The Greens/Fairfield Rd Rec - Inspections
8.9.21	Hawkinge Town Council	243	70.00	Mayor's Allowance - Civic/charity event
8.9.21	Kent County Council	244	30.00	Festive Lighting Reserve Fund - Permit fee
8.9.21	Commercial Services Trading	245	741.60	The Greens/Fairfield Rd Rec - Sanitising - Covid-19
8.9.21	Vision ICT Ltd	246	780.00	Admin & Misc - Website hosting
8.9.21	MPR IT Solutions Ltd	247	192.00	Admin & Misc - Subscriptions/IT support
9.9.21	Kent Pension Fund - M5	F/P	2367.96	Personnel - Pension contributions
9.9.21	HMR&C - M5	F/P	1222.68	Personnel - Paye, Ni & S loan
9.9.21	Allotment Tenant	248	54.00	Allotment Gardens - Rent refund
9.9.21	The Mayor's Charity (Tenterden)	249	75.00	Mayor's Allowance - Civic/charity event
10.9.21	Salaries - M6	F/P	7156.11	Personnel - Departmental budgets
15.9.21	Weweld Services Ltd	250	2209.92	General Reserve Fund - StMF perimeter protection
15.9.21	Rolfes DIY LLP	251	109.55	Maintenance mats, small tooling, Covid 19 supplies
15.9.21	Mtdrains Kent Ltd	252	126.00	General Reserve Fund - Toilet block maintenance
15.9.21	Kent County Council	253	270.26	Office Equipment - Printer/copier/scanner lease rental
21.9.21	British Telecommunications plc	254	225.19	Admin & Misc - Phone/internet
21.9.21	The Great Outdoor Gym Company	255	24.00	The Greens - Repairs & maintenance
24.9.21	Cash	256	200.00	Petty Cash & Postage
24.9.21	Cancelled	257	0.00	xx
24.9.21	Sevenoaks District Council	258	50.00	Mayor's Allowance - Civic/charity event
24.9.21	Tenterden Town Council	259	80.00	Mayor's Allowance - Civic/charity event
24.9.21	Faversham Town Council	260	30.00	Mayor's Allowance - Civic/charity event
24.9.21	Margate Charter Trustees	261	40.00	Mayor's Allowance - Civic/charity event
24.9.21	Light up New Romney	262	500.00	Admin & Misc - Grants/donations
24.9.21	Hi Kent	263	1000.00	Admin & Misc - Grants/donations
24.9.21	Internal Auditor	264	879.70	Admin & Misc - 2020/2021 audit fees
24.9.21	New Romney Town Council	9844	50000.00	Contra - Fund transfer
24.9.21	New Romney Town Council	-	-50000.00	Contra - Fund transfer
7.9.21	J Parker Dutch Bulbs	M/C	82.87	Departmental Budgets - Bulbs
9.9.21	Cheltenham Mower Ltd	M/C	20.64	Admin & Misc - Small tooling
10.9.21	Amazon	M/C	24.87	Admin & Misc - Small tooling
10.9.21	Amazon - UTP	M/C	20.73	Admin & Misc - Small tooling
10.9.21	SecureFix Direct Ltd	M/C	37.00	Fairfield Road Rec - Repairs & maintenance
25.9.21	N R Creations Ltd	M/C	6.39	Confederation Reserve Fund - Speakers Day
25.9.21	Amazon	M/C	4.93	Confederation Reserve Fund - Speakers Day
27.9.21	Shenzhen Feimier Garments Co	M/C	25.98	Admin & Misc - Workwear
8.9.21	Hawkinge Town Council CxD	243	-70.00	Mayor's Allowance - Civic/charity event cancelled
27.9.21	Amazon - Autoculture Ltd	M/C	19.96	Admin & Misc - Small tooling/consumables
2.9.21	Lloyds Bank	M/C	3.00	Admin & Misc - Bank charges
2.9.21	Lloyds Bank	M/C	3.00	Admin & Misc - Bank charges
14.9.21	EDF Energy	D/D	0.77	Assembly Rooms - Electricity
16.9.21	British Gas	D/D	36.52	Town Hall - Gas
20.9.21	Trooi	D/D	78.00	Admin & Misc - Phone/internet
24.9.21	Business Stream	D/D	74.57	Assembly Rooms - Drainage
28.9.21	Veolia	D/D	62.83	Town Hall - Waste
29.9.21	EDF Energy	D/D	7.00	The Greens - Electricity
29.9.21	EDF Energy	D/D	66.05	Town Hall - Electricity
29.9.21	EDF Energy	D/D	37.00	Assembly Rooms - Electricity
30.9.21	National Westminster	536	75.00	Admin & Misc - Bank charges
30.9.21	Unity Trust	063	18.00	Admin & Misc - Bank charges
28.9.21	Print Junction Ltd	265	202.20	Confederation Reserve Fund - Speakers Day
28.9.21	Hut & Winch Site Tenant	266	250.00	Hut & Winch Site Deposits Reserve Fund - Refund
28.9.21	Sevenoaks District Council	267	50.00	Mayor's Allowance - Civic/charity event
28.9.21	The Marsh Academy	268	150.00	Confederation Reserve Fund - Speakers Day
28.9.21	PPL PRS Ltd	269	31.27	Assembly Rooms - Licences
28.9.21	Commercial Services Trading	270	83.44	The Greens/Fairfield Rd Rec - Inspections
28.9.21	MPR IT Solutions Ltd	271	279.96	Admin & Misc - Subscriptions/IT support
			0.00	
	Total		30726.07	

Prepared By: C T Morris BSc (Hons) MAAT 9th December 2021

New Romney Town Council				
Summary of Payments (exc. VAT) - September 2021				
Admin Salaries				4820.04
Caretaking Salaries				2242.68
Paye, NI & Student Loan				1222.68
Personnel Misc & Pensions				2451.65
Town Hall				659.05
Town Hall House				0.00
Mayor's Allowance				325.00
Printing & Stationery				0.00
Petty Cash				200.00
Office Equipment				225.22
Admin & Misc				5122.28
Reserve Funds - CHSPP, Festive Lighting				
Confederation & General				8697.48
Sports Field & Maude Pavilion				0.00
Fairfield Road Recreation Ground				845.74
Allotments				140.00
The Greens				874.68
Flagstaff				68.00
Assembly Rooms				335.35
Community Hall				0.00
Amenities Misc				10.00
Planning				0.00
VAT				2486.22
Total				30726.07
<i>Prepared By: C T Morris BSc (Hons) MAAT</i>				<i>9th December 2021</i>

New Romney Town Council
Full Council Meeting 27th January 2022

Agenda Item 18: Precept 2022-23

Fees and charges for 2022-23 were considered and approved by the Finance and General Purposes Committee (See attachment to detailed budget figures, previously circulated to all Councillors).

The **Draft Budget for 2022-23** recommended by the Finance and General Purposes Committee for consideration by Full Council is as follows:

Committee	£
F&GP Committee	206,953.00
Personnel Panel	154,350.00
Planning Committee	250.00
Total Budgetary Requirements for 2022-2023	361,553.00

2022-23 Budget Implications	£
Town Council Draft Budget Requirement	361,553.00
Draft Precept Requirement for Consideration	361,553.00

Capital Projects:

There are currently two approved large-scale capital projects; one of which, it is envisaged, will continue to be developed by New Romney Town Council in 2022-23 and one which has been on hold for an extended period now in order to focus on the other, as detailed below:

Community Hall / Sports Pavilion: £630,000.00 was allocated from the Church Lane capital receipt, the majority of which is currently invested in a National Savings Income Bond, which is generating the best available return accessible to the Town Council and allows for speedy access to funds should they be required. Further allocations have subsequently been made to this project during the period between 2017 and 2022, in the total amount of £211,750.00, including the latest allocation of £22,500.00 vired into the project fund, having not been required in the current financial year to offset any PWLB payments - bringing total funds allocated to this project to £841,750.00. A further £2,135.00 has been received in support of this project by way of local donations from residents and businesses and a contribution of £2,000.00 from the New Romney Coastal Communities Team, bringing total project funds to £845,885.00. A £25,000.00 grant has been received from the De

Haan Charitable Trust, bringing the overall project funding pot total to **£870,885.00** (less professional fees already expended and which form part of the overall projected project costs). This project is a large-scale project which is continuing to progress steadily - such that the Town Council entered into a tendering process during the Autumn of 2021. However, following delays mainly resulting from the coronavirus pandemic and a protracted period during which the planning application remained in the District Council planning system, there has been a significant uplift in building and associated costs so that, following the initial tender assessment stage, a Value Engineering Exercise is currently in hand – the outcome of which will be considered by the Council at this meeting.

Any additional and / or on-going expenditure required during 2022-23 in regard to professional fees will continue to be allocated from the Community Hall / Sports Pavilion Project Reserve Fund, within which the balance of the afore-mentioned allocated funds is held. It has always been intended that the balance of funding required for this project will be sourced from third party grant funding and other external sources and, having undertaken public consultation regarding the potential to secure the future of this project by taking out a PWLB Loan, the outcome of which was positive, the Council has, having first duly considered the required detailed financial report, confirmed by resolution its intention to apply for such a loan. Astute and prudent budgeting in 2019-20 and 2020-21 insured that the cost of any potential loan repayments that may become payable during the current or forthcoming financial year and then beyond have been accounted for and will not, therefore, result in any additional financial impact on local taxpayers, in line with information sent out to every address in the parish when consulting on the potential to apply for consent to take out a PWLB loan to assist in funding this project.

Commemorative Town Bandstand / Outdoor Event Space: Several years ago, £20,000.00 was re-allocated from a previous outdoor gym fencing project, due to a successful third party funding application resulting in surplus Town Council funds being available for re-allocation. Having consulted on the desire for this project – the result of which was positive - whilst still in the very early stages, with initial quotations having been sought for supply and installation, it was, in fact, set aside with the Council focus being on the much larger Community Hall and Sports Pavilion project. Therefore, no further action has since been taken in respect of this particular project and it is not expected that the project will be re-visited during 2022-23. The original intention was that the balance of funding for this project would be sourced via third party grant funding and, it was, therefore, not intended that it would have any significant impact on any future precept.

Other Projects: Any further “one-off” projects during 2022-23 will need to be funded via further grant funding or from any Reserve Funds that have been put in place for the specified purpose. In my capacity as Responsible Financial Officer, I would, at this time, re-iterate my advice that the Council does not make use of General Reserves to fund non-emergency projects. The purpose of General Reserves being to provide funding in an emergency and at such time as there are no other Reserve Funds or other possible sources of funding available. It should be noted that it is necessary to endeavour to retain General Reserves in the approximate amount of 50% of the annual precept requirement in order that the Town Council could

continue to operate for a full six months in such emergency circumstance as may wipe out its available funds until such time as the next precept instalment is payable.

Budget comparisons to date indicate that the Budget for 2021-22 may, in fact, not have been fully utilised by the end of the current financial year, resulting in a small underspend in the 2021-22 budget. It is, thus, recommended that any such underspend is re-allocated, via the Finance and General Purposes Committee, in the first instance, to those areas where it is deemed to be required, including funding of 1) Servicing of The Greens Public Toilets; 2) Reinstatement of funds to the IT Replacement Reserve Fund (having made alternative use of planned 2021-22 allocation to this reserve fund); 3) Repair or replacement of second sea shelter at The Greens. It is not, therefore, envisaged that by the end of March 2022 there will be any significant underspend in respect of the current (2021-22) financial year.

Precept:

The above-detailed budget figures result in a **precept requirement of £361,553.00**, which is an **increase of £553.00** on last year's precept, to be approved by Full Council.

The impact of the Town Council's Precept requirement (being the amount that is required to meet the difference between budgeted income and expenditure) on local Council Tax payers, is calculated by dividing the Precept requirement by the average Band D Council Tax Base, as advised by Folkestone & Hythe District Council. The Tax Base is the total number of properties in New Romney from Band A to Band H averaged out to Band D equivalent properties.

The impact of this precept on local tax payers is, in fact a 'real terms' decrease of 0.6% on the average Band D Council Tax (based on 2022-23 provisional Tax Base figures supplied by the District Council).

NB: Whilst the revised Tax Base figures for 2022-23 are currently provisional, it is not possible to await confirmed figures as the District Council meeting at which the figures will be confirmed is not scheduled to take place until February 2022 and it is required that Precept Demands are submitted by 31st January 2022. However, the District Council view is generally that, at this stage, it would not be aware of any reason as to why they should be materially altered at that meeting.

The tables below show the impact of this year's changes in cost to local council tax payers.

Current Precept (2021-22)	£361,000.00	
Tax Base (Band D Equiv)	2,754.00	
Average Council Tax Charge for Town Council Element	£131.08	

Proposed Precept (2022-23)	£361,553.00	Precept Increase 0.15 %
Using Existing Tax Base (2020-21)	2,754.00	
Average Council Tax Charge for Town Council Element	£131.28	Average Band D Council Tax Increase = 0.15% (£0.20 per annum / £0.016 per calendar month)

Proposed Precept (2022-23)	£361,553.00	Precept Increase: 0.15%
Using Revised Tax Base (2022-23)	2,775.05	
Average Council Tax Charge for Town Council Element	£130.29	<u>Decrease in Real Terms to local Tax Payers: Average Band D Council Tax Decrease = - 0.6% (£0.79 per annum / £0.066 per calendar month / £0.015 per week)</u>

It should be noted that it continues to remain possible that the Council Tax Capping regime may be applied in the near future. This will mean that if capping is applied and the Town Council precept requirement exceeds the capped increase, a referendum and all its associated costs would be triggered.

In my capacity as Responsible Financial Officer, it is my recommendation, therefore, that the Council does, indeed, prepare itself adequately for the full impact of the financial challenges that lie ahead during the forthcoming financial year by setting a realistic budget and approving the associated precept demand, as detailed above.

In light of the above report, in my capacity as Responsible Financial Officer and having given due consideration to the wide range of financial issues relating to Town Council business, and having duly considered the financial impact of the Coronavirus Pandemic on local residents, I would make the following recommendations:

NB: Following a request from the Personnel Panel for increased training budget as a result of the recent annual appraisal process, it is the recommendation of the Finance & General Purposes Committee that the 2022-23 budget allocation to the Recruitment and Training Reserve Fund be increased by £2,000.00 and that, therefore, the annual precept requirement for 2022-23 also be increased by £2,000.00 to £363,553.00.

The impact of this proposed revised precept on local tax payers is, in fact, still a ‘real terms’ decrease – albeit a smaller decrease of 0.05% on the average Band D Council Tax (based on 2022-23 provisional Tax Base figures supplied by the District Council).

The impact of the afore-mentioned recommendation is shown below:

Proposed Precept (2022-23)	£363,553.00	Precept Increase: 0.71%
Using Revised Tax Base (2022-23)	2,775.05	
Average Council Tax Charge for Town Council Element	£131.01	<u>Decrease in Real Terms to local Tax Payers: Average Band D Council Tax Decrease = - 0.05% (£0.07 per annum / £0.005 per calendar month)</u>

Recommended Actions:

Subject to whether the recommendation of the Finance & General Purposes Committee regarding a proposed increase in training budget and a resulting increase in the precept requirement has been ratified at this Full Council meeting ahead of considering the 2022-23 precept,

Either:

(i) Confirm and approve the Town Council net budget requirement for 2022-23 in the amount of £361,553.00

(ii) Confirm and approve a precept requirement for 2022-23 in the amount of **£361,553.00**

(iii) Authorise the Town Clerk to submit the formal precept demand to Folkestone and Hythe District Council by the due deadline and, in consultation with the Chairman of the Council, to issue a relevant press release.

Or:

(i) Confirm and approve the Town Council net budget requirement for 2022-23 in the amount of £363,553.00

(ii) Confirm and approve a precept requirement for 2022-23 in the amount of **£363,553.00**

(iii) Authorise the Town Clerk to submit the formal precept demand to Folkestone and Hythe District Council by the due deadline and, in consultation with the Chairman of the Council, to issue a relevant press release.

Town Clerk and Responsible Financial Officer

20/01/20

KALC COMMUNITY AWARD SCHEME 2022

KALC COMMUNITY AWARDS SCHEME 2022

Supported by the High Sheriff of Kent, Kent County Council and Medway Council
OUTLINE

Aim of the Scheme: To acknowledge and give recognition to those that have made a significant contribution to their local community.

Implementation: The 2022 Awards Scheme was launched on 17 November 2021, with a closing date for nominations of 14 February 2022 so that the presentation of the awards can take place at the 2022 Parish, Town and Community Council or Parish Meeting (Local Council) Annual Meetings, which take place between March and 1 June 2022. It is recognised that some Local Councils already have their own well-established Community Awards Schemes in place. Where that is the case the KALC Scheme could be presented as an additional award.

It is also recognised that some principal authorities have their own Awards Scheme for their area. The KALC Awards Scheme will operate on a more local level and should therefore avoid duplication or overlap with the principal authority.

Who can be nominated for an Award?

Anyone that the Local Council/public think merits an Award for having made a significant contribution to their local community. The person/group must live or work within the Local Council boundary. We are unable to accept nominations for campaign groups due to the importance of the High Sheriff of Kent, KCC Chairman and Mayor of Medway needing to remain impartial.

What is the nomination process?

The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, the Local Council might already know who that person might be or they might decide to formally invite nominations from their local community with the winner being the one with the most nominations.

What is the criteria for making an Award?

There will be no pre-determined criteria on what a “significant contribution to the local community” might be, although as above we are unable to accept nominations for campaign groups. These criteria would be determined by the Local Council taking into account what was important to them locally. However, some examples of criteria that Local Councils might want to consider are set out in Annex A.

What does the winner receive?

This will be a Certificate signed by the High Sheriff of Kent, the Chairman of Kent County Council/Mayor of Medway and the KALC Chairman. The Local Council will provide no more than 30 (thirty) words that they would like inserted on the Certificate to explain the reason for the Award. The Local Council can decide whether it wants to also present something to the winner or to all nominees.

Who presents the Award?

The Award should be presented by the Local Council Chairman/Mayor at their 2022 Annual Meeting. The High Sheriff of Kent, Chairman of Kent County Council/Mayor of Medway or the KALC Chairman could also participate in the presentation of the Awards if they are invited by the Local Council and are available. The Awards would provide an opportunity to promote the Local Council and the Award winner in the local media.

Is there any funding available to support the Award?

The Award Scheme has been designed to avoid creating undue time or financial burdens on the Local Council. The cost of the Certificates and frames will be met by Kent County Council.

ANNEX A

Examples of possible criteria

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it;
- b) Achievements or actions of an inspiring nature to the local community;
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people;

In reaching its decision, the Council might want to take into account any or all of the following:

- • The level of commitment shown;
- • Any obstacles that had to be overcome;
- • The amount of benefit derived by the community;
- • The number of people benefited or affected;
- • The length of service;
- • Such other matters that in the opinion of the Council promote the purpose of the Award.

END

