

**STATUTORY ANNUAL MEETING OF THE TOWN COUNCIL**

**Monday 12th May 2025 at 12 noon  
in the Council Chamber at the Guild Hall**

All Councillors are summoned to the above meeting.

The meeting will be preceded by a procession to All Saints Church, a brief service and procession back to the Guild Hall. Please assemble at the Guild Hall by **11.25 am**

**Please sign the attendance book available at the meeting**

**AGENDA**

**PRAYERS: Fr.Jack Greenhalf will lead the Council in prayers.**

**1. ELECTION OF TOWN MAYOR (enclosures)**

To elect a Town Mayor for the 2025-26 municipal year as follows:

- a) The Chairman will read the nominations for Town Mayor.
- b) The Chairman will invite the nominating Councillors to speak in support of their candidate.
- c) If required, a ballot will be taken and the result announced by the Chairman.
- d) The new Mayor will then make the Declaration of Acceptance of Office and take the Oath of Allegiance.
- e) The newly elected Town Mayor will address the Town Council.

**2. ELECTION OF DEPUTY MAYOR (enclosure)**

To elect a Deputy Town Mayor for the 2025-26 municipal year as follows:

- (a) The Chairman will read the nomination for Deputy Mayor
- (b) The Chairman will invite the nominating Councillors to speak in support of their candidate.
- (c) If required, a ballot will be taken and the result announced by the Chairman.
- (d) The Deputy Town Mayor will then make the Declaration of Acceptance of Office and take the Oath of Allegiance.
- (e) The newly elected Deputy Town Mayor will address the Town Council.

**3. APPOINTMENT OF TOWN MAYOR'S CHAPLAIN**

The newly elected Town Mayor to announce the choice for Mayor's Chaplain for the 2025-26 municipal year. The Mayor's Chaplain to address the Council.

**4. MAYORAL SCHEME (enclosure)**

The Mayor to advise if they wish to opt into or out of the Mayoral Scheme

**5. MINUTES (enclosure)**

The minutes of the meeting held on Monday 3rd March 2025 to be approved and signed by the Chairman

**6. REGISTER OF ATTENDANCE (enclosure)**

To receive and note the register of attendance for 2024-25

**7. ASSET REGISTER (enclosure and paper copy tabled for Councillor binder)**

To receive, note and consider the updated asset register as at 31<sup>st</sup> March 2025.

**8. RISK ASSESSMENT (enclosure)**

To receive and consider the updated risk assessment.

**9. FINANCES**

**A) Subscription to nalc and kalc**

As agreed at the 2024 KALC AGM, the Annual Subscription for membership to the Kent Association of Local Councils and NALC, year ending 31st March 2026, is based on the published tax base figures for 2023/2024 in the Town Council at 79.5p per 24/25 tax base unit, to a maximum of £1800 plus a standing charge of £70 (all subject to VAT)

To note that the annual subscription for Lydd Town Council is 1,809.38 exc. VAT

**B) Precept remittance**

To note the first installment of the Precept 2025-26 of £89,500

**C) Non domestic rate demand**

To note the charge for rates for the Guild Hall is £2309.40 for 2025-26

**D) Section 137 expenditure**

To note the Ministry of Local Government has informed of an increase in the S137 expenditure for 2025-26 the new limit is £11.10 per elector up from £10.81

**E) Recission of a resolution – gas and electricity supply**

Town Clerk to report following further information which may have affected the decision made by Councillors at the March Council meeting.

**10. ANNUAL INTERNAL AUDIT 2024-2025 (enclosure)**

A) To consider the independence of the Internal Auditor

B) To receive and consider the Annual Internal Audit report for the financial year 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

**11. ANNUAL GOVERNANCE STATEMENT SECTION 1 (enclosure)**

Councillors to consider the annual governance statement on the Annual Return 2024-2025 and once satisfied that they have the correct procedures in place to authorise the Chairman and Clerk to sign and date Section 1 Annual Governance Statement 2024-25

**12. ACCOUNTING STATEMENTS FOR 2024-25 SECTION 2 (enclosures)**

A) To receive and consider for approval the Accounting Statements for 2024-25 including the bank reconciliation and supporting bank statements.

B) Following the approval of the Accounting Statements to authorise the Chairman to sign and date Section 2 of the Annual Return 2024-25

C) To receive the explanation of variances

D) To receive the statement of reserves 2024-25

**13. NOTICE OF PUBLIC RIGHTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2025 (enclosure)**

To receive and note the Notice of public rights and publication of unaudited Annual Governance and Accountability Return.

**14. APPOINTMENT TO COUNCIL COMMITTEES AND EXTERNAL BODIES (enclosure)**

A) Appointment to Council Committees

B) Appointment of Council representatives to External organisations.

**15. DATES OF FORTHCOMING ORDINARY MEETINGS, ANNUAL TOWN AND PARISH MEETING AND ANNUAL STATUTORY MEETING 2025-26 (tabled)**

To receive and note the list of meeting dates for the forthcoming year

Angela Alexander BA (Hons)  
Town Clerk  
7<sup>TH</sup> May 2025

