

STATUTORY ANNUAL MEETING OF THE TOWN COUNCIL

**Monday 18th May 2026 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 **11.30am**

Please sign the attendance book available at the meeting

AGENDA

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

1. APOLOGIES FOR ABSENCE

2. ELECTION OF TOWN MAYOR (enclosure)

To elect a Town Mayor for the 2026-27 municipal year as follows:

- a) The Chairman will call 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.

3. ELECTION OF DEPUTY MAYOR (enclosure)

To elect a Deputy Town Mayor for the 2026-27 municipal year as follows:

- (a) The Chairman will call the nominations 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.

4. MAYORAL SCHEME (enclosure)

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

5. APPOINTMENT OF TOWN MAYOR'S CHAPLAIN

The newly elected Town Mayor to announce the choice for Mayor's Chaplain for the 2026-27 municipal year. The Mayor's Chaplain to address the Council

6. MINUTES (enclosure)

- a) The minutes of the meeting held on Monday 2nd March 2026 to be approved and signed by the Chairman
- b) To receive and note the approved minutes of the Planning & Environment Committee meetings held on 2nd February 2026, 2nd March 2026 and 13th April 2026

- c) To receive and note the minutes of the approved Personnel Committee meeting held on 23rd February 2026

7. REGISTER OF ATTENDANCE (enclosure)

To receive and note the register of attendance for 2025-26

8. ASSET REGISTER (enclosure)

To receive and note the updated asset register as at 31st March 2026

9. FINANCES

- a) Annual Subscription to the membership of NALC and KALC for year ending 31st March 2027 for the sum of £2,000 + VAT based on the published tax base figure to a maximum of £1930 + £70 standing charge as agreed at the KALC AGM.
- b) Precept remittance to note the first instalment of £121,950.00

10. IT POLICY (enclosure)

- a) Councillors to receive and consider the updated IT policy for adoption.
- b) Councillors to note the date for IT training on Monday 22nd June at 6.30pm in the Chamber

11. ANNUAL INTERNAL AUDIT REPORT 2025-26 (enclosure)

To receive and consider the Annual Internal Audit report for the financial year 1st April 2025 to 31st March 2026

12. ANNUAL GOVERNANCE STATEMENT SECTION 1 (enclosure)

- a) Assertion 10 Councillors to consider briefing note and response to Box 10
- b) Councillors to consider the annual governance statement on the Annual Return 2025-26 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 2025-26

13. ACCOUNTING STATEMENTS FOR 2025-26 SECTION 2 (enclosure)

- A) To receive and consider for approval the Accounting Statements for 2025-26 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 2025-26
- C) To receive the explanation of variances

14. NOTICE OF PUBLIC RIGHTS FOR THE YEAR ENDING 31ST MARCH 2026 (enclosure)

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

15. APPOINTMENT TO COUNCIL COMMITTEES AND EXTERNAL BODIES (tabled)

- A) Appointment to Council Committees
- B) Appointment of Council representatives to External organisations.

16. DATES OF FORTHCOMING MEETINGS 2026-27, (tabled)

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

17. LYDD IN BLOOM NOMINATION FORMS (tabled)

Councillors to note the change of arrangements for the judging of Lydd in Bloom and receive nomination forms covering the parish.

18. NOTICE OF UNCONTESTED ELECTION (enclosure)

Councillors to note that no nominations were received.

19. CIVIC ENGAGEMENTS (enclosure)

To note the civic engagements at which the Town Council has been represented.

20. PRESS AND PUBLIC EXCLUDED

To consider that public and press be excluded from the following confidential commercially sensitive agenda item being exempt as defined in Schedule 12 of the Local Gov Act 1972.

21. ATTENDANCE RECORD

S.85 of the Local Government Act 1972 states that when a Council member fails to attend any meeting for six consecutive months from the date of their last attendance, they cease to be a member of the authority, unless the Council accepts a reason for the failure to attend before the six months period expires.

Councillor Ann Duncan has not applied for a dispensation prior to the expiry the six-month period.

Town Mayor to report to Councillors on disqualification under legislation.

22. COMPLAINTS

- a) Chairman of the Personnel Committee, Cllr Darren Chapman, to report on a complaint made by a resident to the HSE regarding the gas leak following Lydd Club Day in June 2025.

This item was deferred from the March Council meeting

- b) Chairman of Personnel Committee to report on complaint regarding review of vexatious behaviour and advice of Data Protection Officer

23. STAFFING MATTERS

Chairman of Personnel to report

Angela Alexander BA (Hons)

Town Clerk

13 May 2026