

MINUTES OF THE ANNUAL STATUTORY MEETING OF LYDD TOWN COUNCIL

held virtually by zoom on Monday 26th April 2021 at 7pm.

Present: Town Mayor, Cllr G Snell, Cllrs. T Allen, D Chapman, Mrs A Duncan, Mrs K Gandy, C Goddard, Mrs S Hall, A Hills, L Laws, Mrs J Jones, R Jones, Mrs D McKenna, P Rye, M. Sweeney

Revd. Chris Maclean led the Council in prayers.

The meeting was opened by the Town Mayor, Cllr Graham Snell.

74. ELECTION OF TOWN MAYOR

The nomination of Cllr Martin Sweeney who was Mayor Elect selected in 2020 and the Annual Meeting not being held due to Covid was proposed by Cllr Chapman and seconded by Cllr Snell. The Mayor called for any other nominations.

Cllr Mrs Kim Gandy proposed Cllr R.S. Jones and this was seconded by Cllr Mrs Jean Jones. Cllr. R.S. Jones confirmed that he was not willing to accept the nomination and that he backed Cllr Sweeney for the role of Mayor.

Cllr Chapman spoke in support of Cllr Sweeney saying that he was made Mayor Elect but the meeting had not taken place. However, he had done a good job over the last year and felt that the Council should give him the opportunity to be Mayor.

Cllr Snell spoke in support of Cllr Sweeney saying that he was 100% in support of him becoming Mayor. Cllr Mrs McKenna added her support and said that she was looking forward to working with Cllr Sweeney as Mayor.

RESOLVED: There being no other valid nominations, Cllr M. Sweeney was duly elected as Town Mayor for the ensuing year and took the Oath of Allegiance.

Cllr. Sweeney took the Chair and addressed the Council as follows:

Thank you to Cllr Bob Jones for helping the handy person with his tasks and thank you to the staff for keeping us compliant. I hope that all Councillors will work together. This has been a horrendous year and we need to be united and forward thinking and we will go in the right direction with further training.

75. ELECTION OF DEPUTY MAYOR

The Mayor, Cllr Sweeney, said that the Deputy Mayor Elect from 2020 was Cllr Len Laws and he asked if he was still willing to stand for the role which he said he was.

Cllr. Laws did not receive a proposer and seconder and the Mayor called for any other nominations.

Cllr Mrs McKenna proposed Cllr Mrs Ann Duncan and this was seconded by Cllr Mrs Sam Hall.

Cllr Mrs Kim Gandy proposed Cllr R.S. Jones and this was seconded by Cllr T. Allen.

Cllr Mrs McKenna spoke in support of Cllr Mrs Duncan

Cllr Mrs Gandy said that she congratulated Cllr Sweeney on his appointment as Mayor and that she had nominated Cllr R.S. Jones as he had done a lot for the Town and would therefore recommend him as Deputy Mayor.

RESOLVED: Following voting Cllr R.S. Jones was duly elected as Deputy Mayor for the ensuing year and took the Oath of Allegiance.

76. APPOINTMENT OF TOWN MAYOR'S CHAPLAIN

The newly elected Town Mayor, Cllr Sweeney invited Rev. Chris Maclean to be Mayor's Chaplain for the 2021-22 municipal year. Rev. Maclean accepted and said that he was looking forward to it.

77. MAYORAL SCHEME (Appendix A page 93)

The Mayor advised the Town Clerk that he wished to opt into the Mayoral Scheme.

78. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (Appendix B page 94)

- a) Councillors considered the annual governance statement on the Annual Return 2020-21 which had been circulated with the agenda paperwork and agreed they were satisfied that they have the correct procedures as set out on the form in place.

RESOLVED: That the Chairman and Clerk are authorised to sign and date, Section 1 of the AGAR for the financial year ending 31st March 2021.

Proposed by Cllr Snell and seconded by Cllr Mrs Hall

Unanimous

- b) The report from the Independent Internal Auditor had been circulated to Councillors for consideration.

RESOLVED: That the Internal Auditors Report be accepted and any recommendations be acted upon.

Proposed by Cllr Snell and seconded by Cllr Goddard

Unanimous

79. ACCOUNTING STATEMENTS 2020-21 (Appendix C pages 95 to 98)

- a) The Accounting Statements for the financial year 2020-21 had been circulated to Councillors for consideration

RESOLVED 1.: That the Accounting Statements for 2020-21 be approved.

Proposed by Cllr R.S. Jones and seconded by Cllr Mrs Jones

Unanimous

RESOLVED 2: That the Chairman of the meeting be authorised to sign and date Section 2 of the AGAR

Unanimous

- b) The notice of the Confirmation of the dates of the period for the exercise of public rights for the year ended 31st March 2021 had been circulated to Councillors for consideration.

RESOLVED: That the notice and dates be approved commencing on 14th June 2021 and ending on Friday 23rd July 2021

Proposed by Cllr R.S. Jones and seconded by Cllr Chapman

Unanimous

REGISTER OF ATTENDANCE (Appendix D page 99)

RESOLVED: To receive and note the register of attendance for May 19 to April 2020 and May 2020 to April 2021

80. APPOINTMENT TO OUTSIDE BODIES

Councillors had received a list of outside bodies to be considered for appointment and were asked to contact the Town Clerk with their preferences by 9am on Monday 26th April 2021. The Town Clerk advised that the following councillors had submitted their preferences and they were received in order as follows:

- a) Cllr Goddard – Romney Marsh Forum
- b) Cllr Hills – Internal Drainage Board
- c) Cllr Sweeney – KALC (Area Committee)

- d) Cllr Allen – Lydd Twinning and Lydd Community Hall
- e) Cllr R. Jones – Dungeness SSG, Romney Marsh Forum and Twinning
- f) Cllr Mrs Jones – Lydd Community Hall Committee and Dungeness SSG as a Sub.
- g) Cllr Mrs Hall – Lydd Airport Consultative Committee
- h) Cllr Mrs Gandy – Internal Drainage Board and Dungeness SSG

The Clerk advised that there was only one member allowed for the Internal Drainage Board and Cllr Hills advised that he would withdraw as he would no doubt be appointed to that as a District Councillor. The Clerk said that the Councillors would be appointed to their selections as detailed and that the vacancies would come back to the next meeting to be filled.

RESOLVED: That the Councillors set out above be appointed to the Outside Bodies as listed and the vacancies be filled at the next meeting.

81. COMMITTEES 2021-22

To note the Committee formation as follows and the vacancy on General Purposes which will be filled following the by-election.

a) General Purposes

Cllr Mrs Duncan
Cllr Mrs Gandy
Cllr Mrs Hall
Cllr R.S. Jones
Cllr Mrs Jones
Cllr Mrs McKenna
Cllr Rye
Cllr Mrs Wainwright

The Clerk advised that Cllr Allen had expressed an interest in joining this Committee. Cllr Laws asked the Mayor why his name was not on this Committee as he thought he had been appointed.

b) Personnel

Cllr Chapman
Cllr Mrs Duncan
Cllr Goddard
Cllr Rye
Cllr Sweeney

c) Planning and Environment

Cllr Allen
Cllr Chapman
Cllr Mrs Gandy
Cllr R.S. Jones
Cllr Mrs Jones
Cllr Rye
Cllr Snell

RESOLVED: That the above Committee formation is in place until May 2022

82. DATES OF FORTHCOMING MEETINGS 2021-22

Month	Council	Planning	General Purposes	Personnel	Annual Town Meeting
Clerk	Town Clerk	Planning Clerk	Town Clerk	Town Clerk	Town Clerk
2021					
APRIL	26 th Council AGM/Mayor Making 6pm by zoom	12 th 6pm By zoom			
MAY	NO MEETINGS TO BE HELD BY ZOOM AFTER 6 MAY AWAITING FURTHER GUIDANCE ON PHYSICAL MEETINGS (CURRENTLY FROM 21 ST JUNE)				
June	21 st 7pm	21 ST 6 pm		28 th 6.30pm	
July		5 th 6pm	5 th 6.30pm		
August	No meetings	No meetings*	No meetings	No meetings	
September	6 th Council 7pm	6 th 6 pm		20 th 6.30pm	
October		4 th 6 pm	4 th 6.30pm		
November	1 st Council Budget setting 7pm	1 st 6 pm			
December		6 th 6pm	6 th 6.30pm		
2022					
January	3 rd Council Precept & Allotments 7pm	3 rd 6 pm		17 th 6.30pm	
February		7 th 6pm	7 th 6.30pm		
March	7 th 7pm	7 th 6 pm			
April		4 th 6pm		4 th 6.30pm	25th Annual Town Meeting 7pm
May	16 th Council AGM/Mayor Making	9 th 6pm			

August Planning meeting * – extensions requested where possible or applications considered under delegated authority.

RESOLVED: That the schedule of meetings is as set out above. Proposed by Cllr Snell and seconded by Cllr Hills.

The meeting closed at 8.04pm

Chairman _____

Date _____

DRAFT

MAYORS' ALLOWANCE SCHEME



The scheme is detailed below and operates from 19th May 2014.

Background

For tax purposes council members and civic dignitaries are treated in the same way as any other individual who holds an office or who is an employee. Councillors should be aware that allowances payable in return for acting as Town Mayor are regarded as salary or wages for the purpose of Income Tax and will usually be deductible from such allowances, unless these allowances do no more than reimburse expenses **actually incurred** and which are deductible for tax purposes. *Please refer to HMRC EIM65970 Local Government Councillors and civic dignitaries: ODPM guidance part 2: taxation of members' allowances and expenses.*

This scheme has been set up to demonstrate commitment by Lydd Town Councils elected Mayors to increase transparency, openness and direct accountability and to ensure that those who participate do not suffer unreasonable financial disadvantage by doing so. This should encourage people from a wide range of backgrounds and with a wide range of skills to serve as Mayor of Lydd Town Council. This scheme is not intended to be a monitor of Mayoral activity and attendance at events.

This scheme is designed to avoid bureaucracy and to not be unduly time consuming of staff resources.

Policy

Whilst this scheme is operated and adopted by Lydd Town Council, Mayors may choose to opt out of the scheme by notifying the Town Clerk in writing upon their election and prior to any payments being made by the Town Council on their behalf. By opting out they will agree to provide their HMRC Notice of Tax Coding to the Town Clerk and will then be paid their allowance in two parts under the Town Council's PAYE system via HMRC RTI.

1. Mayoral Allowances are payable on behalf of the Mayor for attending functions and events as part of Mayoral duties and for the reimbursement of travel costs to the Mayor and Deputy Mayor (if the Deputy Mayor is attending functions at the request of the Mayor).
2. The Mayor's allowance for 2021-22 is £3,000
3. The Allowances will be reviewed by the Personnel Committee annually prior to inclusion in budget setting and become payable from the following Annual Council meeting (Mayor Making).
4. The invitation to a function or event which the Mayor or their representative and guest or Town Sergeant has formally agreed to attend will be used as the invoice upon which a cheque is raised for payment and will be deducted from the budget header specifically for this purpose. Any additional expenditure made for items such as drinks, raffles, donations etc. will be deemed as personal expenditure and will not be reimbursed by the Town Council.
5. Payment arrangements will be the same as those for the other purchases made by the Town Council, but cheques can be raised by the Mayors' secretary for signing by 2 Members to pay for attendance at events with agreement by the Town Clerk.
6. A fuel allowance is payable for bona fide purposes, where the Mayor (Deputy Mayor or Town Sergeant) has used their car to travel to a function or event. A claim form should be submitted and matched to the invitation to the event by the Mayors' secretary. The rate for approved mileage is 45p per mile and an additional 5p per mile will be paid for additional passengers travelling in the same car to attend the approved duty. This is at the level of the Approved Mileage Allowance Payment (AMAPs) laid down by the Inland Revenue as a tax free "approved amount" and shall be amended in line with any changes made to these amounts as and when they occur. The cost of parking fees can also be claimed. Payments for travel will be made in arrears at the following Council meeting but must be submitted by the Mayor (Deputy Mayor or Town Sergeant) within three months of the event claimed for taking place. Claims made outside this period will only be considered in exceptional circumstances such as long term illness and will be considered by Council.

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

LYDD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

www.lyddtowncouncil.gov.uk

Section 2 – Accounting Statements 2020/21 for

LYDD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	190,730	216,062	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
2. (+) Precept or Rates and Levies	134,500	134,500	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
3. (+) Total other receipts	48,099	30,329	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
4. (-) Staff costs	83,478	82,617	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
6. (-) All other payments	73,789	61,844	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
7. (=) Balances carried forward	216,062	236,430	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
8. Total value of cash and short term investments	216,062	236,430	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
9. Total fixed assets plus long term investments and assets	1,227,754	1,228,305	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
10. Total borrowings	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

FIGURES
RESTATE
AS REQUESTED
BY EXTERNAL
AUDITOR
27/11/20
RECEIVED
PKF
LITTLEJAN

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 6 headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a rec basis. Please complete the highlighted boxes, remembering that unrepresented cheques should be entered as negative figures.

Name of smaller authority: **LYDD TOWN COUNCIL**

County area (local councils and parish meetings only): **KENT**

Financial year ending 31 March 2021

Prepared by (Name and Role): **ANGELA ALEXANDER, CLERK/RFO**

Date: **14/04/2021**

			£	£
Balance per bank statements as at 31/3/21:				
	Lloyds Current	31/03/2021	168,493.47	
	Lloyds Reserve	12/03/2021	76,086.52	
[add more accounts if necessary]				
				244,579.99
Petty cash float (if applicable)				
				100.00
Less: any unrepresented cheques as at 31/3/21 (enter these as negative numbers)				
	CQ3981		-20.00	
	CQ4051		-1,166.50	
	CQ4057		-1,200.00	
	CQ4068		-2,000.00	
	CQ4081		-66.49	
	CQ4082		-174.04	
	CQ4083		-34.32	
Final bank statements have not been received	CQ4084		-15.57	
	CQ4085		-50.00	
	CQ4086		-205.20	
	CQ4087		-25.00	
	CQ4088		-175.00	
	CQ4089		-95.16	
	CQ4090		-107.19	
	CQ4091		-2,916.00	
				-8,250.47
Add: any un-banked cash as at 31/3/21				
				0.00
Net balances as at 31/3/21 (Box 8)				236,429.52

Explanation of variance – pro forma

2019/20 2020/21

Next, please provide full explanation, including numerical value, for the following that will be flagged in the green boxes where relevant:

- Variance of £200 or more requires explanation regardless of the % variation year on year.
- Variance of 200% or more requires explanation regardless of the % variation year on year.
- A breakdown of approved revenues on the next tab if the total revenue (Box 7) figure is more than twice the annual projections & below value (Box 2).

	2019/20	2020/21	Variance	Required?	Explanation
	£	£	£	%	Automatic responses (right below based on figure input). DO NOT OVERWRITE THESE BOXES
1 Balance Brought Forward	187,720	219,493			Explanation of % variance from FY opening balance not required - Balance brought forward agrees
2 Receipt of Rates and Levies	134,490	134,490	0	0.00%	NO
3 Total Other Receipts	48,898	30,328	-17,770	36.56%	YES
4 Staff Costs	53,478	82,817	29,339	1.03%	NO
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO
6 All Other Payments	23,718	61,644	37,926	16.19%	YES
7 Balance Carried Forward	219,493	219,493			NO
8 Total Cash and Short Term Investments	219,493	219,493			NO
9 Total Fixed Assets plus Other Long Term Investments and	1,227,743	1,227,743			NO
10 Total Borrowings	0	0	0	0.00%	NO

Rounding errors of up to £2 are tolerable
Variance of £200 or less are tolerable

The other payments are reduced in the financial year 2020/21 when compared to 2019/20 due to the reduction in the payments of the Council's staff costs. The payments of the Council's staff costs are reduced in the financial year 2020/21 when compared to 2019/20 due to the reduction in the payments of the Council's staff costs. The payments of the Council's staff costs are reduced in the financial year 2020/21 when compared to 2019/20 due to the reduction in the payments of the Council's staff costs.

LYDD TOWN COUNCIL

APRIL 2021

REGISTER OF ATTENDANCE MAY 2020 TO APRIL 2021

May 20-Apr 21	Council		Planning		Personnel		Total Meetings Attended
Councillor	P	A	P	A	P	A	
Snell Graham	4	2	11	5	2	1	8
Allen Trevor	4	3	11	3	n/a		6
Chapman Darren	4	3	11	3	2	2	8
Dimmock Ian	4	4	n/a		n/a		4
Mrs Duncan Ann	4	4	11	6	2	2	12
Mrs Gandy Kim	4	3	11	4	n/a		7
Goddard Clive	4	4	n/a		2	2	6
Mrs Hall Samantha	4	2	n/a		n/a		2
Hills Anthony	4	3	n/a		n/a		3
Mrs Jones Jean	4	4	11	8	n/a		12
Jones Robert	4	4	11	11	n/a		15
Laws Leonard	4	3	n/a		n/a		3
Mrs McKenna Deborah	4	3	n/a		n/a		3
Rye Paul	4	3	11	4	2	2	9
Mrs Wainwright Jade	4	1	n/a		n/a		1
Sweeney Martin	4	4	n/a	4	2	2	10

PLANNING

June, July and August 2020 Planning applications were addressed under Delegated Authority.

A = Actual number meetings attended

P = Possible number of meetings

n/a = Councillors did not serve on these Committees