

## MINUTES OF A MEETING OF LYDD TOWN COUNCIL

held in the Council Chamber at the Guild Hall on Monday 6<sup>th</sup> September 2021 at 7pm.

**Present:** Town Mayor, Cllr M Sweeney and Councillors Mrs A Duncan, C. Goddard, A. Hills, Mrs J.E. Jones, R. S. Jones, Mrs K. Manahan, Mrs D. McKenna, Mrs K. Rye and P. Rye.

Town Clerk, Angela Alexander.  
Administrative Officer, Diane Cavey.

Revd. Chris Maclean led the Council in prayer.

4 members of the public

- 142. Apologies for absence** – Cllr Darren Chapman (emergency work commitment), Cllr Len Laws (personal reasons), Cllr Graham Snell (hospital visit), Cllr Mrs Jade Wainwright (family commitments)  
Absent: Cllr Mrs Samantha Hall

**143. CHAIRMAN'S ANNOUNCEMENT**

The Chairman asked Councillors to stand when they are invited by him to speak and to project their voice and at the end of the meeting to remain in their seats until the public have left the Chamber and that all should wear their masks when leaving the Chamber.

**144. MINUTES**

- a) **RESOLVED:** *The minutes of the Council meeting held on 26<sup>th</sup> July 2021 were approved and signed as a true record.*  
*Proposed by Cllr R.S Jones and seconded by Cllr Hills*  
*For: 9*  
*Abstention: 2 (Cllrs Allen and Mrs Duncan)*
- b) **RESOLVED:** *To receive the approved minutes of the Planning Committee held on 4<sup>th</sup> May 2021*
- c) **RESOLVED:** *To receive the approved minutes of the Planning Committee held on 12<sup>th</sup> May 2021*
- d) **RESOLVED:** *To receive the approved minutes of the Planning Committee held on 21<sup>st</sup> June 2021*
- e) **RESOLVED:** *To receive the approved minutes of the Planning Committee held on 5<sup>th</sup> July 2021*

**145. DISCLOSURE OF INTERESTS**

Cllr Clive Goddard and Cllr Mrs Ann Duncan both declared an interest in item 9 on the agenda – matters relating to Remembrance Sunday.

**146. QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**147. FINANCIAL MATTERS (Appendix A pages 141 to 143)**

- a) **RESOLVED: To ratify payments and receipts 27<sup>th</sup> July to 25<sup>th</sup> August 2021**  
**Proposed by Cllr Goddard and seconded by Cllr R.S. Jones**  
**Unanimous**
- b) **RESOLVED: To approve the current payments and receipts**  
**Proposed by Cllr R.S. Jones and seconded by Cllr Mrs Duncan**  
**For: 10**  
**Abstention: 1 (Cllr Mrs Rye)**
- c) To receive and note the budget monitor
- d) To note the donation cheque for £1,376 from the ex-servicemen's club which has been used towards an RAF Memorial Garden bench (s139)  
**RESOLVED: Items c, d and e received and noted**
- e) **RESOLVED: That a virement from the Pride in Lydd budget head of £846 be placed in earmarked for the Lydd Enhancement project as set out in the briefing note and agreed at the July 2021 meeting and then transferred to the Lydd Enhancement budget head for the 2022-23 budget.**  
**Proposed by Cllr R.S. Jones and seconded by Cllr Mrs Duncan**  
**Unanimous**
- f) **RESOLVED: To receive and note the second and final payment of the Precept payment from Folkestone and Hythe District Council for the sum of £62,500**

**148. CONCLUSION OF AUDIT BY PKF LITTLEJOHN LLP**

- a) PKF Littlejohn has now completed the review of Lydd Town Council's Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2021 and documentation was previously circulated to consider their report certificate which states as follows: " On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return in our opinion the information is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met"
- b) The Notice of Conclusion of Audit was circulated and Councillors advised that along with certified AGAR the documentation was published on the Council website prior to 30 September 2021 and displayed in the Council noticeboards.  
 The Mayor thanked the Town Clerk and staff for working hard  
**RESOLVED: That the report and certificate from PKF Littlejohn having been considered by Council be received and noted.**  
**Proposed by Cllr Allen and seconded by Cllr Goddard**  
**Unanimous**

**149. REPORTS**

- a) **Kent County Council-** A written report from County Councillor Tony Hills was circulated as follows: **KCC Member for Romney Marsh Report** **20.07.2021**

**Here is another report in these 'covid' recovery times.**  
**Highways matters.**

As usual our contractors are flat out repairing our carriageways. Lots of emergency road closures, not good for summer visitors, but it must be done. If you spot any highway damage, please report it online, the link is down below:

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

## Sea Defence News

Last week I spent some time with Environment Agency at Lydd Ranges watching the start of the building of our new sea defences...let's hope the weather is kind to us so that we can make rapid process. Installing 34 groynes, a massive re-shingling operation and 'armouring' the 'green wall'.



The 'Shoreline Management Plan' number 11 was

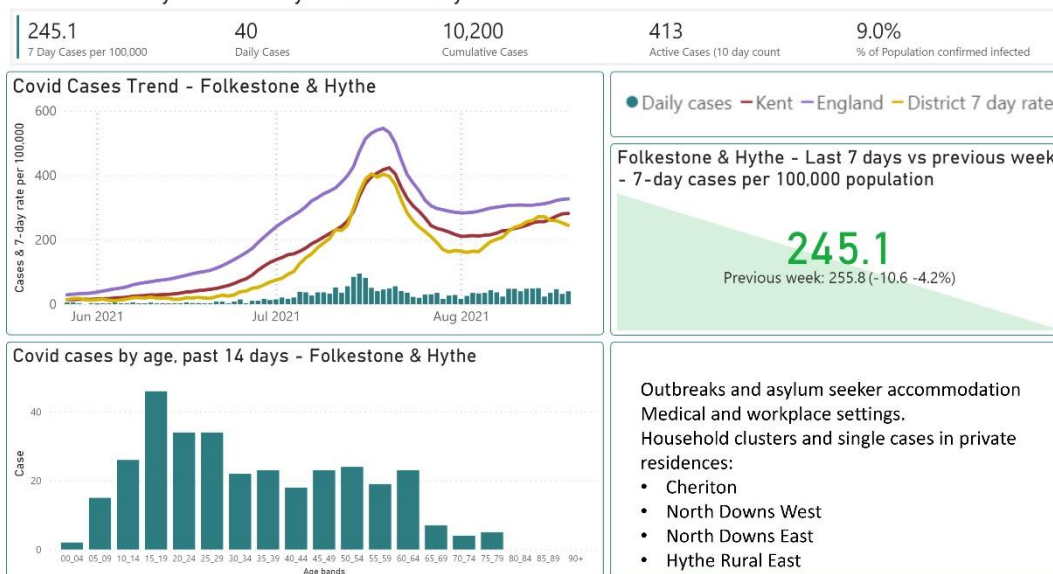
discussed last week at a meeting of key players to get it approved to the next level. As part of Environment Agency 'FoCES' (Folkestone to Cliff End Strategy) plan the Marsh is protected 2050. I will not agree to 'managed realignment' beyond that date. Climate change is happening and at a pace, I think we should re-evaluate

defences by that date.



## Covid update

Folkestone & Hythe Summary - Data for 7 days to: 19/08/21



Not surprising that in the holiday season that the figures are showing a slight increase. But Folkestone & Hythe the figures are pretty good as is the marsh.

## KCC Covid recovery assistance

As I stated before, each member of KCC has been awarded a small amount of money this year to help local charities and other community organisations recover from the pandemic. If anybody wants me to consider a bid, please get in touch.

## Romney Marsh Community Hub

I'm proud to support this organisation that serves the whole Marsh...what a great r look!

## KCC Household Waste Recycling Centres



Here is the link to the KCC site...<https://letstalk.kent.gov.uk/wasteconsultation/survey>  
 Tony Hills Kent County Council Member for Romney Marsh

### b) Lydd Airport - A report from the Mayor, Cllr Sweeney

During his first ten months David Hainsworth considered the business together with instruction from the owner to get operations back on track in the short to medium term.

#### **David Hainsworth outlined the progress made to date.**

David Hainsworth explained that the furlough scheme had helped mitigate challenges caused by Covid19. David Hainsworth explained that the existing plans for expanding the length of the runway have been put on hold for the time being, due to the challenges faced within the aviation sector over the course of the last 18 months. Planning permission to extend the runway has been implemented and is secure in perpetuity. The planning permission for the hotel has lapsed. Drone operations based at the airport have increased and further activity is anticipated. Martin sweeney raised the issue of employment opportunities on Romney Marsh, especially concerns around the effects of the power station being de-commissioned. David Hainsworth stated the airport would always look to employ local people and in fact two local people had recently been taken on at the Airport and Golf Club. David Hainsworth also stated that once the two new hangars had been built, he anticipated the business will need additional staff. David Hainsworth also explained that he is in discussions regarding the adjacent rail link to Appledore being re-instated for passenger use, which would generate employment opportunities for the local area

David Hainsworth explained that LAA had been approached by the NHS, at the beginning of the Covid-19 pandemic, with regards to the Airport being used as a vaccination centre. LAA agreed to the proposal and the airport operating as a vaccination centre worked well for the local community over the course of five months and, gave the airport good public exposure as a place to visit after the lockdown.

- c) **Confederation of the Cinque Ports Standing Joint Committee meeting held on Saturday 14<sup>th</sup> August 2021 in St. Nicholas Church, New Romney– A written report from the Deputy Mayor Cllr R.S. Jones as follows:**

The meeting was attended by myself and the Town Clerk, the Mayor sent apologies as he was attending other meetings in Lydd. At the last meeting on 20<sup>th</sup> November 2019 it was resolved that the Standing Joint Committee adopt the following resolution “The confederation of the Cinque Ports recognizes that we are facing a climate and ecological emergency and urges all member, the Ports, Ancient Town and Limbs, now to commit resources and align policies to address this, setting a target date of carbon neutrality from their activities and monitoring progress annually” The Mayor at the time, Cllr Snell, voted for the resolution on behalf of Lydd Town Council so that we would progress to carbon neutrality and make decisions with due regard to ecological issues and climate change. Therefore, I would like to see that Lydd Town Council, be a leading parish on these issues. This would mean using more sustainable materials and caring for the ecology of the surrounding area. We did not pay a subscription fee in 2020 and it was agreed that the subscription for this year would be £350 which is an increase of £30 from 2019. We discussed the Queen’s Platinum Jubilee 2022 and how the Cinque Ports should mark the event, a working group will progress ideas and it was noted that most of the Councils will be planting trees as we have been recommended to do Speakers Day will be held on 2<sup>nd</sup> October in New Romney

- d) **Brett Marathon - To receive a report from the Mayor, Cllr Sweeney**

The Mayor said that he had been invited to start the race and had stayed to present all the medals. There was an excellent turn out and the event was well organised and puts Lydd on the map.

#### 150. **REMEMBRANCE SUNDAY (Appendix B page 144)**

- a) A request from the War Memorial Institute was considered for a contribution of £150 towards the buffet. The Town Clerk read the letter as follows:

The War Memorial Institute Committee has appreciated the Town Council’s support in previous years and would be pleased if they will again consider making a contribution of £150 towards the refreshments to be provided at the Institute after the Remembrance Day Service on 14<sup>th</sup> November. The Institute Committee, The R.N.A. and the Lydd Ex-Servicemen’s Club will be making a contribution of £100 each.

***RESOLVED: To make a donation of £150 towards the buffet on Remembrance Sunday to the War Memorial Institute.***

***Proposed by Cllr R.S. Jones and seconded by Cllr Goddard***  
***Unanimous***

- b) Cllr Goddard in his role as Poppy Co-ordinator said that this year will be a big year for merchandise as there will be badges, literature and poppies in the shops as money was reduced last year during the pandemic.

***RESOLVED: That a donation for the Poppy Wreath to be laid on behalf of the people of Lydd by the Town Mayor to the Poppy Appeal be £80***

***Proposed by Cllr R.S. Jones and seconded by Cllr Mrs Manahan***  
***Unanimous***

- c) Councillors considered a request from the Ex-Servicemen's Club regarding their taking over the organisation and administration from Lydd Town Council as follows  
 "We would like to take over the administration of the event and co-ordinate with the vicar, town clerk, town sergeant, parade sergeant and be responsible for notifying all groups who attend. We would also arrange the practice night for standard bearers one evening prior to the event.

We would not however be able to organise the road closures. On this we are following the Royal British Legion Policy for England and Wales of not getting involved with temporary road closures.

We would request a list of all the usual participants and their contact details and hopefully ask the Town Clerk to be available for any advice needed"

Cllr Mrs Duncan said that last year during the pandemic there wasn't any parades but the Ex-Servicemen's Club had organised a service in the Memorial Garden.

Comments from councillors were as follows:

Cllr Paul Rye – Are they looking at altering tradition and take this away from the Town Council?

Cllr R.S. Jones – The Ex-Servicemen's Club do a good job but Lydd Town Council has run this successfully all these years, but the Ex-Servicemen's Club do not want to arrange the road closures.

Cllr Mrs Rye – The Mayor is the representative of the Queen at these functions and the worry is that we may be departing from tradition.

Cllr Mrs Jones – Totally object to the proposal it has been a tradition for a long time and the Town Council has done a good job and it has worked well so far and there is no need to change things.

Cllr Goddard- When John Millar represented the Royal British Legion he organised Remembrance Sunday in line with the Vicar, Town Clerk and Town Sergeant. The Ex-servicemen have said they wish to co-ordinate the event not to take total control. The Town Council carried on where the RBL left off. The Ex-Servicemen's Club will have their badge next year as it was too late when they ordered their poppy wreaths for this year. They have shown their commitment.

Cllr Allen – Agreed with Cllr Goddard.

***RESOLVED: That the Ex-Servicemen's Club take over the administration of the Remembrance Sunday event and co-ordinate with the vicar, town clerk, town sergeant, parade sergeant and be responsible for notifying all groups who attend. They would also arrange the practice night for standard bearers one evening prior to the event. The road closures will not be organised by the Ex-Servicemen's Club.***

***Proposed by Cllr Mrs McKenna and seconded by Cllr Hills***

***For: 6***

***Against: 3***

***Abstentions: 2***



**151. GENERAL PURPOSES COMMITTEE (Appendix C page 145)**

Cllr Goddard commented that these were some of the best Terms of Reference he had seen presented in this Council Chamber.

***RESOLVED: To adopt the Terms of Reference for the newly formed General Purposes committee as circulated.***

***Proposed by Cllr Goddard and seconded by Cllr Hills***  
***Unanimous***

**152. ROSPA ANNUAL INSPECTION REPORT**

The annual inspection report carried out by RoSPA 11<sup>th</sup> August 2021 had been previously circulated to Councillors. The Town Clerk advised that the handyperson with the assistance of Cllr R.S. Jones who had undertaken RoSPA training would work through the minor repairs and it would be determined if a contractor needed to carry out any major repairs or if any items of equipment required removal. Progress on repairs will be reported to the General Purposes Committee in line with the Terms of Reference

Cllr Goddard said that for the minutes he would like a thank you to be recorded to Cllr R.S. Jones for his assistance and hard work.

Cllr Mrs McKenna asked if an inspection could be carried out more than once a year. The Town Clerk explained that the independent check by RoSPA is done annually like and MOT or when new equipment is installed but that regular checks and maintenance are carried out by the handyperson and Cllr R.S. Jones.

***RESOLVED: That the RoSPA report be received and noted***  
***Unanimous***

**153. LYDD MARATHON**

a) Nice Work had submitted a request to hold the Brett Lydd Marathon on 6<sup>th</sup> March 2022

b) The Town Clerk reported that the EDF race has now been re-arranged by Nice Work for Saturday 13<sup>th</sup> November 2021

***RESOLVED: That the Town Council support the Brett Lydd Marathon event being held by Nice Work on 6<sup>th</sup> March 2022 and the EDF race on Saturday 13<sup>th</sup> November 2021***

***Proposed by Cllr Resounds and seconded by Cllr Hills***  
***Unanimous***

**154. NATIONAL MODEL DESIGN CODE**

***Cllr Clive Goddard declared an interest in this item being the Chairman of the Planning Committee at Folkestone and Hythe District Council.***

The Government has published the National Model Design Code which sets out clear design parameters to help local authorities decide what good quality design looks like in their area and provides a common overarching framework for design. The document was circulated to all Councillors and the Town Clerk said that this should set the high design standard for the General Purposes Committee for any projects they wish to deliver in the Town, particularly as there are conservation areas and we are a limb of the Cinque Ports heritage.

The link below will give full access to the report.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1009793/NMDC\\_Part\\_1\\_The\\_Coding\\_Process.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1009793/NMDC_Part_1_The_Coding_Process.pdf)

***RESOLVED: Received and noted***

**155. COMPUTER INSTALL PROJECT**

The Town Clerk advised that in November the Council will be setting the budget for the financial year 2022-23 which will be available to spend from April 2022. The desk top computers will be over 9 years old by then and the Server pre-dates the computers and has required a number of replacement parts over the last few years. There have been issues which has meant the staff have had difficulty accessing computer files.

Councillors were asked to consider the inclusion of a budget head for the renewal of office IT equipment for the budget 2022-23 as set out in the briefing note circulated to councillors.

Cllr Hills said that for the minutes he recommended £7,000 be included in the budget and the Town Clerk obtains 3 quotes for replacement of the equipment to bring it up to date as 9 years is a long time in the life of computer equipment.

***RESOLVED: That the sum of £7,000 be included in the budget 2022-23 for replacement of the computer system at the Guild Hall.***

***Proposed by Cllr Hills and seconded by Cllr R.S. Jones***

***Unanimous***

**156. LYDD IN BLOOM**

The Mayor reported that the judging of the Lydd in Bloom competition had been carried out by Cllr R.S. Jones, Roger Hooper, Allotment Association and assisted by Cllr Mrs Jones. He said that there were some exceptional displays. The presentation event will take place on the evening of Monday 27<sup>th</sup> September 2021 and invitations will be sent to the winning properties and to Councillors.

**157. CONSULTATIONS**

- a. Kent County Council 2022-23 budget consultation  
[Budget Consultation 2022-23 | Let's talk Kent](#). The closing date is 19 September 2021.
- b. Kent County Council Household Waste Recycling Centres – your views on continuation of booking a visit system [www.kent.gov.uk/wasteconsultation](http://www.kent.gov.uk/wasteconsultation) The closing date is 19<sup>th</sup> September 2021
- c. National Transport and Highways Survey – your views on accessibility, highways maintenance, public transport, road safety, congestion, walking and cycling.  
[National Highways and Transport Survey 2021/22 | Let's talk Kent](#). Closing date is 28 February 2022

***RECEIVED AND NOTED***

**158. CIVIC ENGAGEMENTS**

The Town Council had been represented at the following Civic events in August 2021.

14<sup>th</sup> Confederation of the Cinque Ports Standing Joint Committee – attended by the Deputy Mayor, Cllr R.S. Jones and the Town Clerk

20<sup>th</sup> Sandwich Mayor's Garden Party – attended by the Town Mayor, Cllr Martin Sweeney

***RECEIVED AND NOTED***

The meeting closed at 19.53

**Chairman** \_\_\_\_\_

**Date** \_\_\_\_\_



Appendix A to the minutes of the Town Council meeting 6<sup>th</sup> September 2021

## LYDD TOWN COUNCIL

PAYMENTS AND RECEIPTS 27 JULY 2021 – 25 AUGUST 2021  
FOR RATIFICATION

PAYMENTS (2021-22)				
28.07.21	KCS	InvKPS203789 Copy charges 22 Jun 20-23 Mar 21	DD	185.95
28.07.21	KCS	Inv13821328 Stationery	DD	69.24
29.07.21	British Gas	Inv460623019 GH gas June 21	DD	38.06
20.07.21	BGB Services	Boiler contract July	DD	93.70
21.07.21	Campaign to Protect Rural England	Annual subscription	DD	36.00
26.07.21	Ifini Ltd	Inv1826 Mayor's laptop, Office Pro licence, WiFi access points, UPS and set up	4165	1,562.00
26.07.21	Rolfes DIY LLP	Inv3117 Weedblock	4166	37.80
26.07.21	Shaw and Sons Ltd	Inv281714 Shaw Good Name Blue Laid minute paper	4167	70.32
	VOID	SPOILED CHEQUE	4168	0.00
26.07.21	The Mayor of New Romney Charity Account	Mayor and Mayoress attending Garden Party 18 Sept 21	4169	50.00
29.07.21	Opus Energy	Inv40898318 Festive lights electricity	DD	24.42
30.07.21	Castle Water	Inv5836470 Guildhall water 01 Apr-31 Oct 21	DD	25.46
01.08.21	Folkestone & Hythe DC	Non-domestic rates	DD	51.00
01.08.21	Business Stream	Inv2740022/16 Waste water GH Monthly	DD	6.00
09.08.21	Kent Association of Local Councils	Training: Data Protection for Councillors: Inv1789108457 14 Jul 21 - Cllr Mrs J Jones; Inv1797388069 09 Sep 21 - Cllr Mrs A Duncan	4170	84.00
09.08.21	Lewe Luck	Window cleaning July	4171	50.00
09.08.21	Gibbs and Son	Inv3781 Grounds maintenance July	4172	402.00
09.08.21	Mrs D Cavey	Reimburse for hanging baskets	4173	60.00
09.08.21	The Mayor's Fund	Attendance Mayor and Mayoress to Garden Party 20 Aug 21 Sandwich	4174	50.00
09.08.21	Rolfes DIY LLP	Inv3149 Weedblock	4175	31.50
09.08.21	Salaries and PAYE	Month 5	4176-4180	4,995.08
09.08.21	KCC re Kent Pension Fund	Pensions contributions Month 5	4181	1,166.50
09.08.21	Mrs Judith P Johnson	Inv00333 Finance assistance July 2021	4182	513.00
09.08.21	Mr J Hughes	Reimburse for renovation Memorial Bench (Marie Masters)	4183	34.60
13.08.21	KCS	Inv13829274 Shredder oil	DD	23.22
13.08.21	Lloyds Bank	Inv347483109 Charges 10 Jun - 09 Jul	DD	23.24
13.08.21	Corona Energy	Invs1047585/6/7/8/9 Electricity July 2021	DD	222.24
20.08.21	BGB Services	Boiler contract August	DD	93.70
	VOID	SPOILED CHEQUE	4184	0.00
25.08.21	Waterlogic GB Ltd	Inv6356490 Cooler rental	4185	14.40
25.08.21	Cash	Petty cash float	4186	98.74
25.08.21	Playsafety Ltd	Inv57814 Annual inspection Rype area	4187	283.20
25.08.21	J H Young Ltd	InvSI0093132 Postfix bags	4188	23.95
25.08.21	Kent Association of Local Councils	Inv1823943591 Data Protection for Councillors Training 09 Sep 21 - Cllr K Rye	4189	42.00
25.08.21	Suttons	PO LTC84-230821 Snowdrop bulbs (3 x 200) for Memorial Gardens	4190	64.96
25.08.21	PKF Littlejohn LLP	InvSB20210188 External audit 2020-21	4191	480.00
25.08.21	Maidstone Borough Council	Mayor and Mayoress to attend charity supper 03 Sept 21 Maidstone	4192	60.00

## CURRENT

[illegible][illegible]

Appendix A to the minutes of the Town Council meeting 6<sup>th</sup> September 2021 cont

BUDGET MONITOR

LYDD TOWN COUNCIL  
Budget Monitor 2021-2022

25 AUGUST 2021

RECEIPTS	Actuals	Original Budget	Revised Budget	Difference	% Budget	
Allotments Rent and Deposits	458.86	3,800.00		3,341.14	12%	
Ambulance Service Rent	-	5,200.00	-	5,200.00	0%	
Band Concert	-	0.00		-		
Bank Interest	8.21	30.00		26.79	11%	
Donations from Lydd Municipal and Other Charities	-	5,000.00		5,000.00	0%	
Friends of Lydd	-	65.00		65.00	0%	
Guildhall Room Hire	-	0.00		-	#DIV/0!	
Manor Road Pavilion Hire	-	0.00		-	#DIV/0!	
Masts and Easements	-	1,573.00		1,573.00	0%	
Precept	62,500.00	125,000.00		62,500.00	50%	
Sales	-	-	-	-		
VAT Refund	4,704.77	-		(4,704.77)		
Other Receipts	1,377.00	1.00		(1,376.00)	137700%	£1 Foreshore rent
<b>TOTAL RECEIPTS:</b>	<b>69,043.84</b>	<b>140,669.00</b>	<b>-</b>	<b>71,625.16</b>	<b>49.08%</b>	
PAYMENTS	Actuals	Original Budget	Revised Budget	Difference	% Budget	
EMR						
Adverts	-	1,200.00		1,200.00	0%	
Allotments	444.95	4,500.00		4,055.05	10%	
Army Adventure Day (21/22)	-	2,800.00		2,800.00		
Audit	630.00	900.00		290.00	68%	
Band Concert	-	1,000.00		1,000.00	0%	
Bank Charges	110.99	400.00		289.01	28%	
Banks SSC	90.00	2,000.00		1,910.00	5%	
Bin Emptying	-	670.00		670.00	0%	
Christmas Tree & Lighting	90.71	1,500.00		1,409.29	6%	
Church Clock	-	150.00		150.00	0%	
Civic Expenses	244.35	750.00		505.65	33%	
Donations	-	0.00		-		
Election Costs	-	0.00		-		
Electrical PEAT testing	-	15.00		15.00	0%	
Friends of Lydd	-	500.00		500.00	0%	
Grants awarded from Municipal Charities	-	5,000.00		5,000.00		
Grounds Maintenance	3,173.25	11,500.00		8,326.75	28%	
Groundsman Materials and Equipment	242.90	1,000.00		757.10	24%	
Guildhall Maintenance	1,582.67	1,000.00		(582.67)	159%	
Guildhall Refurbishment (Car Park)	-	16,000.00		16,000.00	0%	
Guildhall Running Costs	3,494.70	10,000.00		6,505.30	35%	
Insurance	-	4,300.00		4,300.00	0%	
Lade Bench Licences	-	25.00		25.00	0%	
Legal and Professional fees	236.00	1,000.00		764.00	24%	
Lydd in Bloom	-	500.00		500.00	0%	
Lydd in Lights	-	500.00		500.00	0%	
Manor Road Pavilion Maintenance	90.00	250.00		160.00	36%	
Manor Road Pavilion Running Costs	212.66	1,800.00		1,587.34	11%	
Mayoral Allowance	315.00	1,000.00		2,685.00	11%	
Memorial Benches (Ryze)	5,532.00	500.00		(5,032.00)	1106%	
Memorial Renovation	1,650.00	5,820.00		4,170.00	28%	
Office Consumables	778.04	1,500.00		721.96	52%	
Office Equipment and Printing	267.21	3,100.00		2,832.79	9%	
Office IT	1,848.00	4,200.00		2,352.00	44%	
PA System Upgrade	-	800.00		800.00	0%	
Pride in Lydd	104.08	0.00	950.63	846.55	12%	From EMR
Recreational Projects	-	20,000.00		20,000.00	0%	
Remembrance Sunday (13/37)	-	250.00		250.00	0%	
Small Grants	-	6,000.00		6,000.00	0%	Funded from Municipal Charities Donation
Staff Costs	51,859.53	90,000.00		38,140.47	35%	
Staff Pensions	5,882.50	18,000.00		12,117.50	32%	
Subscriptions	1,666.00	2,000.00		334.00	83%	
Stair Lift & Defib. Maintenance	378.00	600.00		222.00	63%	
Stair Lift replacement	-	3,000.00		3,000.00	0%	
Staff and Councillors Training	655.00	1,000.00		345.00	66%	
Website	2,184.00	2,000.00		(184.00)	308%	
Contingency	-	1,500.00		1,500.00	0%	
VAT	4,308.26	0.00		(4,308.26)	0%	
COVID-19 Contingency Expenses	336.17	0.00	6,430.38	6,094.21	5%	From PHDC Business Services Grant EMR
Commemorative Events	-	1,000.00		1,000.00	0%	
<b>TOTAL PAYMENTS:</b>	<b>66,346.97</b>	<b>233,630.00</b>	<b>7,381.01</b>	<b>272,664.04</b>	<b>29%</b>	

Appendix B to the minutes of the Town Council meeting 6<sup>th</sup> September 2021

## LYDD EX-SERVICEMENS CLUB

Dear Angela,

Could you please include on the agenda this month a proposal from the Lydd Ex-servicemen's Club to take over the organising of Remembrance Sunday.

We would like to take over the administration of the event and co-ordinate with the vicar, town clerk, town sergeant, parade sergeant and be responsible for notifying all groups who attend. We would also arrange the practice night for standard bearers one evening prior to the event.

We would not however be able to organise the road closures. On this we are following the Royal British Legion Policy for England and Wales of not getting involved with temporary road closures.

We would request a list of all the usual participants and their contact details and hopefully ask the Town Clerk to be available for any advice needed.

Thank you

Kind Regards

Ann Duncan

**LYDD TOWN COUNCIL****GENERAL PURPOSES COMMITTEE****TERMS OF REFERENCE****1. Membership and Meetings**

The General Purposes Committee shall meet 4 times per year with the calendar of meetings being confirmed at the Statutory Annual Meeting. The appointment of Committee members will be confirmed at the Statutory Annual Meeting. The current membership is a maximum of 8 councillors which will be reviewed prior to the Statutory Annual Meeting 2022. The quorum for each meeting shall consist of 3 members. Meetings will be carried out in accordance with Standing Orders. The Mayor may attend ex-officio.

**2. Voting**

Only the above may vote and participate in the meeting. In the case of an equal vote the Chairman will have a casting vote.

**3. Interests**

If a member has a personal interest as defined by the Code of Conduct adopted by the Council, then he/she shall declare their interest as soon as it becomes apparent and withdraw from the room if they consider their interest to be prejudicial.

**4. Chairman**

The Chairman is to be elected annually by the Committee at their first meeting.

**5. Terms of Reference**

To review the terms of reference as necessary.

**6. Responsibilities**

- 6.1 To improve the appearance of the assets belonging to Lydd Town Council by regular checking by members of the Committee. This will include that borough signage is clean, planted areas belonging to the Town Council are in good order and creative. To monitor and bring to the Committee any area belonging to Lydd Town Council that has become neglected and to refer to full Council as required.
- 6.2 To promote Civic pride by developing the Lydd in Bloom competition and encourage initiatives to involve the community and local businesses in taking part.
- 6.3 To oversee the Christmas lighting display on the Guild Hall, Christmas tree and the street light garlands and to refer to full Council as required.