

MINUTES OF A MEETING OF LYDD TOWN COUNCIL
Held on Monday 10th January 2022 at 7pm in the Guild Hall Chamber

Present: Town Mayor, Cllr Martin Sweeney, Deputy Mayor R.S. Jones, Councillors Mrs Maria Beach, Mrs Ann Duncan, Clive Goddard, Mrs Jean Jones, Mrs Kerry Manahan, Mrs Debbie McKenna, Mrs Kim Rye, Paul Rye, Graham Snell and Mrs Jade Wainwright.

Angela Alexander – Town Clerk
 Mrs Diane Cavey- Assistant Town Clerk

7 members of the public

Rev. Chris Maclean led the Council in prayer.

6. APOLOGIES FOR ABSENCE

Councillors Trevor Allen (unwell), Darren Chapman (work commitments), Tony Hills (precautionary isolation) and Leonard Laws (no reason submitted).

7. STATEMENT FROM THE MAYOR

The Mayor, Cllr Martin Sweeney addressed the meeting as follows:

I would like to welcome you all to our first Council meeting of 2022 and also wish you all a very happy new year.

I am sure you are all aware that Covid is still with us and that the Omicron variant is transmitted quickly and easily and therefore ask that you all respect each other's safety during the meeting and when leaving the Council Chamber.

We are legally required to set the Precept during January so that we can inform the District Council of our precept request so that they may set the Council Tax.

Please remain seated unless invited to speak and then you may stand and please do not walk around the Council Chamber without wearing a mask. As before I ask Councillors to remain seated at the end of the meeting until members of the public have left the Chamber

8. MINUTES

a) RESOLVED: The minutes of the Council meeting held on 1st November 2021 were approved and signed as a true record

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

For: 9

Abstentions: 3 (Cllrs. Mrs Beach, Mrs Duncan and Mrs Manahan)

b) RESOLVED: To receive and note the already approved minutes of the Planning Committee meetings held on 4th October 2021 and 1st November 2021

c) RESOLVED: To receive and note the already approved minutes of the General Purposes Committee meeting held on 4th October 2021

9. DECLARATIONS OF INTEREST

Councillor Goddard declared an interest in any matters concerning Folkestone and Hythe District Council and item 14 on the agenda relating to Lydd in Lights and the Poppy Appeal. Councillors Snell and Mrs Duncan declared an interest in item 7 on the agenda relating to the Ex-Servicemen's Club

10. QUESTIONS FROM THE PUBLIC

There were none

11. UNCONTESTED ELECTION

The Mayor welcomed Cllr Mrs Maria Beach to Lydd Town Council following the uncontested election result on 9th December 2021 due to the resignation of Mrs Samantha Hall.

12. REQUEST FROM THE LYDD EX-SERVICEMEN'S CLUB (Appendix A Pages 12 to 44)

An information pack had been circulated to all Councillors including the following items:

- i. Land registry title number K942615 edition date 16.01.2009 relating to the Park Street Royal British Legion property which shows the proprietor as RBL London SE1 and the value as at 8th July 2008 being £100,000
- ii. The Declaration of Trust made on 28th July 1930 which relates to this property
- iii. Letter from Lydd Ex-Servicemen's Club to the Mayor of Lydd at the time (Cllr. Graham Snell) dated 29th July 2019
- iv. Lydd Ex-Servicemen's Club Constitution adopted on 29th September 2019
- v. Grant making policy
- vi. Lydd Ex-Servicemen's Club Charitable Need document
- vii. Lydd Town Council briefing note relating to the Lydd Ex-Servicemen's Club Strategic Plan as set out in the Letter to the Mayor of Lydd 29.07.2019 with comments in red from Lydd Town Council following a meeting held on 15th November 2021 showing the changes Lydd Town Council request be inserted into the Strategic Plan.
- viii. Letter drafted by the Royal British Legion notifying them that Lydd Town Council agrees to the transfer of funds relating to the sale of the Park Street property to a Trust set up by the Ex-Servicemen's Club to use the money from the sale for the benefit of the Ex-Servicemen in Lydd.

The Mayor adjourned the meeting to allow John Natella and Andy Wells representing the Lydd Ex-Servicemen's Club to speak in support of their request.

The Mayor then reconvened the meeting and advised Councillors that Lydd Town Council would have representatives as Trustees with the Ex-Servicemen and the Town Council working together on awarding the funds. This would keep the money here in Lydd.

Cllr Clive Goddard said that John Natella had made progress liaising with the Royal British Legion on this matter and was happy to support them to move forward on this and proposed that the Town Council support the transfer of funds in this way. This was seconded by Cllr Mrs Debbie McKenna

RESOLVED: That in accordance with the paperwork included above and as previously circulated to Councillors that the Town Council support the funds from the sale of the Lydd British Legion property in Park Street being transferred to the Lydd Ex-Servicemen's Club and that the Strategic Plan with amendments in red be accepted as set out in vii.

Further that the Royal British Legion London are advised of this decision as set out in the letter at item viii

For: 11

Abstention: 1 (Cllr Mrs Jean Jones)

13. ALLOTMENTS

- a) Councillors reviewed the charges for allotment plots which include rent and water to be charged from 1st October 2022. Lydd Town Council reviews the rent and water charges for the allotment plots annually. At the present time the rent and water charge for 1 plot which is 5 perch is £20, 2 plots are £40 for 10 perch etc. At 13th December 2021 we have received £3,458.86 from plot holders this financial year which ends 31st March 2022. There are currently 26 plots with unpaid rent and water bills which equates to £520 outstanding. In this financial year expenditure on the Allotments is £534.95 to 13th December 2021. This includes water bills of £205.19, drainage costs of £17.30 and 50%

of the tractor insurance which is shared between the Allotment Association and Lydd Town Council

RESOLVED: That there are no changes made to the current charges for the forthcoming allotment year. This will be £20 for 1 plot which is 5 perch to include rent and water and £40 for 10 perch etc effective from 1st October 2022.

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

For: 11

Abstention: 1 (Cllr Snell)

- b) Councillors considered the annual Allotment Association Management Team allowance for the upkeep of the allotments in line with the self- management agreement which is currently £1,200 per annum.

RESOLVED: That the annual allowance paid to the Allotment Association Management Team is £1,200 for this financial year.

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

Unanimous

- c) The item to consider the annual project to be financed by Lydd Town Council at the Allotments land was deferred as Mr Roger Hooper had sent his apologies for this meeting.

14. COUNCILLORS REPORTS

A written report from KCC Member for Romney Marsh, Cllr Tony Hills had been circulated with the agenda paperwork and the Mayor advised that this report is also available on the Lydd Town Council website and asked anyone with questions about the report to email Cllr Hills directly:

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

Happy New Year?

As I write this the 'covid' infection rate is growing. I have just been speaking to our Community Hub in New Romney, they are helping with volunteers to give the 'Booster' inoculation a boost. I sincerely hope we have better news in the New Year.

Highways matters.

As mid winter approaches, we can expect more bad weather...more potholes!

So please if you see any deterioration in our roads, please report it.

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

Sea Defence News

Work goes on. I inspected the repair work to the Denge outfall following its collapse. The EA organised a good job and as a bonus the shingle frontage has been improved.

Speaking to our EA officer in charge of delivering the current defence scheme at Lydd ranges the build has been progressing well, I will be down there in the spring to have a look. But I think it will take to 2023 to finish.

Dungeness Power Stations

I have been supporting our MP in his campaign to get 'new builds' on A site with the use of SMNR's (small modular nuclear reactors). I have been talking to UK Power Networks concerning the transformer building and associated pylons and I hope to speak to the National Grid in the new year to get their support. This all increases the value of the Romney Marsh. To make sure we get funding to defend it from 'Climate Change'.

COP26

I attended the Committee for Climate Change module remotely at Cop26. The presentation covered Climate Risk & Adaptation. One element concerned me presented by Baroness

Brown (Julia King), the wish for Shoreline Management plans to be integrated into planning regulations. It is important that we have an in-depth consultation on its ramifications. Our Shoreline plans are important when it comes to defending the Marsh. There is a lot going on, not just Covid.
Tony Hills Kent County Council Member for Romney Marsh

15. FINANCIAL MATTERS (Appendix B pages 45 to 51)

A. RESOLVED: To ratify and authorise the payment and receipt of accounts presented at the meeting.

Proposed by Cllr R.S. Jones and seconded by Cllr Paul Rye
Unanimous

B. To receive and note the bank reconciliation.

C. To receive and note the budget monitor

D. To note the donation of £5,000 from Lydd Municipal Charities on 1st December 2021 and that this money to be used for funding of small grant applications from local charity and voluntary groups.

RESOLVED: that items B, C and D be received and noted

16. BUDGET PAPERWORK 2022-23 (FINAL) (Appendix C pages 52 to 53)

Following approval of the draft budget subject to the amendments as agreed at the November 2021 Council meeting the final budget paperwork which includes the amendment to the wording of a budget head in earmarked reserves which was changed from CCTV to Health, Safety and Wellbeing in the Parish was considered.

RESOLVED: that the final budget paperwork for 2022-23 be approved and adopted.

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

For: 10

Abstentions: 2 (Cllrs Mrs Duncan and Mrs Manahan)

17. PRECEPT SETTING

a) The Town Clerk reported that District Council had now advised that the provisional Council Tax base for 2022-23 for Lydd is 2,164.33 and that the formal approval of the tax bases by Folkestone and Hythe District Council is scheduled for 23rd February 2023. Based on the budget calculation for the precept this was likely to give an average Band D figure of £60.06 which is slightly above the current financial year Band D figure but is lower than previous years back to 2014-15.

b) Councillors considered the precept request to be made to Folkestone and Hythe District Council for 2022-23 in line with the agreed budget and this was agreed as £130,000 for 2022-23

RESOLVED: That the precept request to be made to Folkestone and Hythe District Council on behalf of Lydd Town Council for 2022-23 be £130,000

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

Unanimous

18. SMALL GRANT APPLICATIONS

The small grants awarded in this financial year will be funded from the donation made to the Town Council by Lydd Municipal and Other Charities. The sum that we have received this year is £5,000 on 1st December 2021. In addition to the small grants fund, Lydd Town Council has agreed a standing annual donation of £1,000 to both Lydd Twinning and Lydd Club Day. The detailed small grant applications were considered by the General Purposes Committee at their meeting held on 6th December 2021.

All members of the General Purposes Committee received paper copies of the small grant applications and supporting documentation from the local organisations applying for a small grant delivered to their home address. The total for these applications was £8,051.91. As the requests for funding exceeded the amount in the budget head, councillors considered each application on its merit and consider the type of organisation applying for funding and if they would be able to raise money by other means for their project. A summary of the recommendations from the General Purposes Committee was circulated to all Councillors for approval by full Council as follows:

ORGANISATION	PROJECT SUMMARY	TOTAL COST OF PROJECT	£ AMOUNT REQUESTED	£ GRANT AGREED Gen Purp
1st Lydd Scouts	Activity equipment: Indoor hockey set and goals Soft balls various sizes, Bowling kit and sports day set	£ 160.00	£ 160.00	£ 160.00
Pebbles Dementia Café	Art sessions for those with dementia Sessions will provide respite time for carers	£ 142.91	£ 142.91	£ 145.00
Lydd Allotment Assoc	Purchase of road planings for the repairs to the central track	£ 720.00	£ 650.00	£ 650.00
Lydd Museum FOL	Replacement guttering at rear of property	£ 900.00	£ 900.00	£ 900.00
Lydd Cricket Club	Purchase of a new replacment electric bowling machine	£ 899.00	£ 899.00	£ 899.00
CARM	Pop up banners, Display boards, table covering and bag papern	£ 430.00	£ 430.00	£ 430.00
Lydd Club Day	To engage the Churchill Sea Cadets Band to take part in Lydd Club Day 2022	£ 450.00	£ 450.00	£ -
Lydd Ex-servicemen Club	Computer and display equipment	£ 1,200.00	£ 1,000.00	£ 416.00
Jubilee Celebration	Marquee, chair and table hire and bands	£ 3,000.00	£ 1,000.00	£ -
Hi Kent	To run a free hearing aid service to people of Lydd	£ 720.00	£ 720.00	£ 700.00
Lydd House playgroup	Refurbishment of 2 playrooms for explorative sensory play	£ 1,000.00	£ 700.00	£ 700.00
All Saints' Church	For the purchase of a Union flag, standard pole, tassle and stan	£ 500.00	£ 500.00	£ -
Lydd Town Football Club	Roof repair for changing room portacabin	£ 3,000.00	£ 500.00	£ -
TOTAL			£ 8,051.91	£5,000.00

Additional recommendations and comments from the General Purposes Committee meeting were as follows:

- Lydd Club Day and Lydd Twinning would each receive £1,000 following an earlier resolution of full council.
- Jubilee Celebration – that a donation of £1,000 would be made from the money allocated to the General Purposes Committee closer to the time of the event
- That All Saints' Church has (along with Lydd Town Council who are using the £5,000 donated to them for awarding small grants) also received their donation of £5,000 from the Municipal Charities.
- Lydd Town Football Club – that the container they are asking for money to repair was donated to them and there may be further opportunity for donation of a replacement.

RESOLVED: *That the recommendations to award small grants as circulated with the agenda paperwork for this meeting and as set out above which were made by the General Purposes Committee meeting held on 6th December 2021 are supported by full Council and the payments therefore be made.*

*Proposed by Cllr Mrs Duncan and seconded by Cllr Mrs Kim Rye
Unanimous*

19. LYDD IN LIGHTS AND POPPY APPEAL

Cllr Clive Goddard reported regarding the following matters

a) Lydd in Lights 2021

Councillor Goddard reported that the final judging of the Lydd in Lights competition to find the best display of Christmas festive lights decorating the homes in the Parish of Lydd took place on the evening of 15th December 2021. He said that Deputy Mayor Cllr Bob Jones and Cllr. Mrs Jean Jones, and the Town Clerk, drove around the Parish for just over 2 hours to view the Christmas lights on the residents' properties and thanked them for their assistance with the competition. Cllr Goddard said that this is the ninth year that the competition in the present format has been held and the judging has become more difficult year on year as more and more people are taking part in the competition. There were some fantastic displays as so many people had put in a great effort to make their homes look festive for the Christmas season and the standard was so high this year it was even more difficult to choose the winners.

Councillor Clive Goddard said that he had hoped that this year we would be able to hold the presentation evening in the Guild Hall to present the prizes and certificates to the deserving winners as it is always a lovely evening with Christmas music and light refreshments and that he was disappointed that for the second year running we have not been able to celebrate the winners in this way due to Covid. He said he is not deterred as the competition is getting bigger and better each year and the residents are really getting involved and enjoying Lydd in Lights which makes it all worthwhile, particularly during this difficult time. This year we introduced Christmas hampers full of Christmas food and drink bought locally which were presented to the overall and 1st prize winners in the Town and Coast and they were very well received so next year for the 10th Anniversary of Lydd in Lights we will build on that and I hope that we can continue to grow the competition as it brings pleasure to the community and I know that there are many residents, particularly those with children, who enjoy visiting the houses to see the festive displays lit up even if they have not been able to take part themselves. We had some new properties this year and it is good to see some of our younger residents taking part. Just under £400 was spent in the local shops and businesses on prizes for the competition winners to help support the local economy in the Parish of Lydd. This year we awarded 4 Highly commended prizes to 68 Lade Fort Crescent, Hogwarts at Lade Fort Crescent, 4 Queens Way, and 71 Copperfields who each received a voucher for £15.

The third prize winners for the Coast this year were 94 Lade Fort Crescent who received a £30 voucher to spend in The George. Third prize in the Town winning a £30 voucher for M&M Richardson was 7 Samuel Mews.

Second prizes went to 49 Lade Fort Crescent and 58 Sycamore Close who both received £40 vouchers to spend at The Pilot.

The first prize winners each received a hamper with a value of £60 and were 60 Lade Fort Crescent and 57 Sycamore Close.

The overall winner of Lydd in Lights 2021 is a property which is a regular winner and always impresses the judges and bring a lot of joy with their imaginative displays and our congratulations go to 70 Coast Drive who excelled themselves this year who received a hamper worth £75.

Councillor Goddard thanked the Town Clerk and Assistant Town Clerk for carrying out the shopping and preparing the hampers and said that for this year's competition he plans to include a business category.

Cllr Sweeney commented that he felt that our Town looked very good this Christmas with the tree and light displays.

b) Poppy Appeal 2021

Councillor Goddard reported that £500 had been collected between Lydd and Greatstone Primary schools and that the Scouts had also done a great job and collected £327 over 2 weekends of collecting, £261 had been collected at the Church and the raffle and auction at the Institute had raised £282. In total £2,714 had been raised for the Poppy Appeal 2021. Cllr Goddard thanked the Town Clerk for the use of the Chamber for the socially distanced count of the money from the poppy boxes and thanked the Ex-Servicemen's Club for the work they had done regarding Remembrance Sunday.

20. COMMUNICATIONS POLICY (Appendix D page 54)

Councillors considered the Communications Policy which had been previously circulated for adoption.

RESOLVED: to adopt the Lydd Town Council Communications Policy as circulated Proposed by Cllr Goddard and seconded by Cllr Mrs Jones

For: 10

Abstentions: 2 (Cllrs Mrs Mc Kenna and Mrs Manahan)

21. REQUEST FOR USE OF THE RYPE

Councillors considered a request from Marsh Vintage Amusements to hold a funfair on the Rype on the following dates: Tuesday 29th March - 11th April 2022 which would include their setting up and clearing away days. The Opening/Times of the fair would be Saturday 2nd April - 10th April 2022.

RESOLVED: To grant permission to Marsh Vintage Amusements for use of the Rype from Tuesday 29th March 2022 to 11th April 2022 and for opening the fair from Saturday 2nd April until 10th April 2022.

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

Unanimous

22. CIVIC ENGAGEMENTS

The Town Council has been represented at the following events during December 2021 by the Town Mayor:

4th Mare's Charity Night Lydd Community Hall (Lydd Mayoral event)

5th Tenterden Christmas Lunch

9th Pebbles Dementia Café 10.30am

The Mayor explained that due to Covid many events had been cancelled.

His Mayor's race night had been a success and had raised £944 for the Mayor's Charity fund which currently is in aid of Prostate cancer. Last Chance Rescue and Lydd House Playgroup.

The Mayor thanked those who had attended the event for their support.

The Mayor thanked all those that had supported

The meeting closed at 7.39 pm

Chairman _____

Date _____

i)

Land Registry



Official copy
of register of
title

Title number K942615

Edition date 16.01.2009

- This official copy shows the entries on the register of title on 16 JUN 2011 at 11:43:37.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 16 Jun 2011.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- For information about the register of title see Land Registry website www.landregistry.gov.uk or Land Registry Public Guide 1-A guide to the information we keep and how you can obtain it.
- This title is dealt with by Land Registry, Nottingham Office.

A: Property Register

This register describes the land and estate comprised in the title.

KENT : SHEPWAY

- 1 (08.07.2008) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being The Royal British Legion, Park Street, Lydd, Romney Marsh (TN29 9AX).

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (08.07.2008) PROPRIETOR: THE ROYAL BRITISH LEGION of Haig House, 199 Borough High Street, London SE1 1AA.
- 2 (08.07.2008) The value stated as at 8 July 2008 was £100,000.
- 3 (08.07.2008) RESTRICTION: No disposition by the proprietor of the registered estate to which section 36 or section 38 of the Charities Act 1993 applies is to be registered unless the instrument contains a certificate complying with section 37(2) or section 39(2) of that Act as appropriate.

End of register

ii)

This Declaration of Trust is made the twenty-eighth day of July One thousand nine hundred and thirty by US the undersigned HILDA BIRCH (Spinster) FRANK ERNEST VIDLER (Draper) FRANK COLE (Blacksmith) and GRAHAM HERBERT BATES (Builder) all of Lydd in the County of Kent

WHEREAS

(1) At a Meeting of the Members of the Lydd Branch of the British Legion held on the fifth (5th) day of June One thousand nine hundred and thirty it was resolved that we should be the Trustees for the purpose of holding a plot of land having a frontage towards the North West to High Street Lydd aforesaid of fortysix feet or thereabouts then proposed to be purchased out of the fund of the said Branch

(2) By a Conveyance bearing even date herewith and made between Sedgewick Maslem and William Lownds Youden of the one part and us the undersigned of the other part in consideration of the sum of One hundred pounds paid by us out of the funds aforesaid (being the trust funds therein referred to) the said plot of land was assured to us in fee simple Upon trust to sell the same and to stand possessed of the net proceeds of sale and also of the rents and profits of the said property until sale Upon the trusts declared concerning the same by a Declaration of Trust of even date therewith therein referred to (meaning this Deed)

(3) For the purpose of giving effect to the wishes of the members of the said Branch we have agreed to execute such declaration of trust as hereinafter appearing

NOW pursuant to the said Agreement this Deed WITNESSETH and we hereby jointly and severally agree and declare as follows:-

1. THAT pending any sale of the said property pursuant to trust in that behalf contained in the recited Conveyance of even date herewith we will hold the same upon trust to permit the same (together with the Hall intended to be erected thereon by the said Branch) to be used as a non-sectarian and non-political place of recreation and social intercourse under the name of the Lydd British Legion for the advantage or benefit of ex-Service men from time to time resident in the Parish of Lydd and either gratuitously or in consideration of any money payment or on such terms including if thought fit that such ex-Service men shall be Members of a Branch of the British Legion as the Committee for the time being of the said Branch (hereinafter called "the Committee") may think fit
2. WE will permit the said property or any part of parts thereof to be used for any proper purpose of which the Committee may from time to time approve but no preference shall be shown to any particular church denomination or sect or political body
3. WE will at the request of the committee from time to time permit new or additional buildings to be erected on the said property and will permit any buildings for the time being standing on the property to be repaired altered enlarged or taken down and rebuilt if necessary so as to adapt the said property or render any building for the time being standing thereon before adapted for the purposes aforesaid
4. WE shall be personally responsible for the maintenance or repair or insurance of the said premises or any part thereof or any building from time to time thereon or for the payment of any charges thereon or on or in respect of such building
5. WE will if at any time the said property or any part thereof shall in the opinion of the Committee become unsuitable or unnecessary for the purposes aforesaid or cannot be maintained or if the same shall cease to be used or of use for the purposes aforesaid sell the said property or any part or parts thereof at such times and in such manner as the Committee shall in absolute discretion think fit
6. WE will hold the proceeds of such sale or sales whether pursuant to the trust in that behalf contained in the recited Conveyance or in this deed or any statutory or other power after payment thereat of the expenses incident thereto Upon trust to apply the same in the purchase of other premises to be used for the same purpose or in the improvement of any premises.....the purposes aforesaid or to apply the same.....income for such charitable purposes and objects

and in such manner for the benefit of ex-Service men from time to time resident in the said Parish of Lydd as the Committee shall in its absolute discretion think fit with power to the Committee to settle any scheme or schemes for such last mentioned application PROVIDED always that if the trusts last aforesaid shall fail by reason of there ceasing to be any ex-Service men resident in the said Parish or if the Committee shall in the exercise of its absolute discretion determine that owing to the small number of ex-Service men for the time being resident in the said Parish or for other proper reason the trusts last aforesaid ought not to be given effect to them and in that case we will hold such proceeds as capital or income in trust for the Corporation of Lydd aforesaid primarily for

7. THE management and control of the said property and affairs of the said Trust shall be vested in the Committee with full power and authority at its discretion at any time to appoint or make provision for the appointment by election or otherwise of any persons as sub-committee men or otherwise for the purposes of the administration of the trust aforesaid with such powers in such manner for such period and subject to such rules and regulations (including regulations admitting any person or persons on payment) as the Committee may prescribe and may also at any time appoint or provide for the appointment of separate Trustees so paid all or any of the said property or other property or funds from time to time subject to the trusts aforesaid in such manner and subject to such rules and regulations as the Committee may from time to time think fit and may from time to time revoke the appointment of and discharge any such trustee or trustees and appointment another or others

8. THE Committee shall have power to revoke the appointment of ourselves and the Trustees for the time being and to nominate persons as new Trustees of the recited Conveyance and this Deed and we and the survivors and survivor of us and the Personal Representatives of such survivors and other the Trustees or Trustee for the time being undertake to give legal effect to the revocation or nomination from time to time of the Committee. Sufficient evidence of our revocation or nomination shall be production of the Committee's Minute Book shewing (a) the notice convening the Meeting at which such revocation or nomination is made (b) the Minutes of the revocation or nomination (c) the Minutes of the said Branch supporting the Committee and (d) a copy of the Minute of revocation or a nomination signed by the Chairman or Secretary of the Branch

IN WITNESS whereof we have hereunto set our hands and seals the day and year first above written

Signed sealed and delivered in
the name of Hilda Birch,
Frank Ernest Vidler, Frank Cole
and Graham Herbert Bates in the
presence of H.T. Ward
Hon. Secretary
British Legion
Lydd Branch

iii)



LYDD EX-SERVICEMENS CLUB

13 Mill Road Lydd Kent TN29 9EP

Tel: 07877008764

Email: johnnatella@hotmail.co.uk

Dear Mr Mayor

29th July 2019

Royal British Legion Lydd Branch Property Trust

I am aware that the Royal British Legion, working with the Charity Commission, are open to discussion regarding the future of the Lydd Branch Property Trust. It is my understanding that before a decision can be made it is agreed a strategic plan on how these funds would be managed has to be accepted and in place.

I would like to propose the following plan as a way forward to ensuring that this fund can be managed effectively in the hope that it will be accepted by the Lydd Town Council, The Royal British Legion and The Charity Commission.

Introduction

We at Lydd Ex-Servicemens Club are a local group of Ex-Servicemen and women, who, with the support of Ex-MOD and Civil Servants work for the benefit of our military by committing ourselves to the following:

- To support our local Armed Forces community with the support of the Lydd Town Council in line with the Armed Forces Covenant
- To support our Armed Forces by fundraising for associated charities.
- To provide aid and assistance to all serving and ex-serving personnel and their families including regular, veterans and reservists of all the British Armed Forces
- To offer confidential advice and assistance on social welfare, housing, medical and financial issues.

Being Ex-Service personnel and having made the leap from military life to civilian life I feel we are best placed to understand and recognise the requirements of likeminded people who may be in need and identify the level of assistance required if any.

With work we have done so far in the local area we have gained the respect and support of the community of the Parish of Lydd.

Strategic Plan

All funds would be placed in a separate "Trust fund" account to be managed separately from our club account with Lloyds Bank under the responsibility of the Lydd Ex-Servicemens Club Trustees.

Any application for funds from this trust would have to meet strict criteria and be agreed by the executive committee of the Lydd Ex-Servicemens Club which includes the club trustees and members of the Lydd Town Council.

Applications will only be considered that would benefit serving and ex-serving members of the British Armed Forces and their families in the parish of Lydd. (Not including visiting units to Lydd Army Camp)

Annual auditing by an outside agency to be carried out and reports to be made available.

An annual donation be made by Lydd Ex-Servicemens Club to increase or replenish trust funds.

Plan Implementation

Bank Account

- A bank account would be opened with a minimum of three signatories.
- Monthly bank statements to be generated and presented to the committee at the monthly meeting by the club treasurer.
- All account transactions to be completely transparent and backed up by invoices and receipts.
- Account to be managed totally separate from the Lydd Ex-Servicemens account.

Applications for Funds

- Applications would only be considered on the following criteria:
 1. Would only be considered if they would offer applicants improvement of life.
 2. Must be backed up by recent medical/psychiatric/financial reports or advice where necessary.
 3. **All other avenues for funding have been exhausted.**
 4. Applicants must have served a minimum of 1 day military service.

Annual Auditing

- Annual auditing to be carried out by an independent accounting agency and report to be made available to the following:
 1. The Royal British Legion
 2. Charity Commission
 3. Lydd Town Council
 4. Lydd Ex-Servicemens Club Annual General Meeting.

Annual Donation

- An annual donation would be made to the trust by the Lydd Ex-Servicemens Club which would provide the following benefits:
 1. Assist in maintaining the trust as an ongoing concern.
 2. Providing an outlet to which the club can donate funds raised for good causes in line with the club's rules and constitution.
 3. Provide a regular donation which would be based on annual funds raised and the amount of donation agreed at the Lydd Ex-Servicemens Club Annual General Meeting.
 4. Increase the longevity of the trust fund.

Summary

I do believe that this plan is a practical solution to maintaining this trust. It is important that we realize the potential of how this could benefit those in need and gain the maximum effect from the funds available.

I must emphasise that this plan is not designed to fritter away funds, on the contrary, it is designed to maintain the trust whilst providing life changing assistance to individuals in need, not just at the present but for generations to come.

This plan is by no means set in stone and could be amended accordingly in ways that could improve it's effectiveness.

I look forward to your views on this matter and your ongoing support is greatly appreciated.

Kind Regards

John Natella

Chairman

Lydd Ex-Servicemens Club

LYDD EX-SERVICEMENS CLUB

The Constitution of Lydd Ex Servicemens Club

Insert the date of the meeting at which it was decided to adopt this constitution. adopted on the ...29th of September 2019

Clause 1 - The constitution is in 2 parts. Part 1 covers the purposes of the charity and how its money and other property can be used. It also contains the powers to change the constitution and to wind the charity up. Part 2 sets out the administrative provisions, including membership, the appointment of charity trustees, members' and trustees' meetings and the powers available to the trustees in running the charity. The provisions in part 1 can only be changed by a 2/3rds majority of members present and voting at a meeting whereas those in part 2 can be changed by a simple majority of them.

PART 1

1. Adoption of the constitution

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

2. Name

The association's name is

LYDD EX-SERVICEMENS CLUB

(and in this document, it is called the charity).

3. Object(s)

The charity's objects ('the objects') are

"To support such general charitable purposes according to the law of England Wales for the relief and benefit of the armed forces, including ex-serving personnel and their families."

4. Application of income and property

(1) The income and property of the charity shall be applied solely towards the promotion of the objects.

(a) A charity trustee is entitled to be reimbursed from the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.

Clause 4(2) - reflects charity law requirements that the income and property of a charity must be applied solely to further its objects and not to benefit the members or charity

trustees (except as permitted by the governing document (see clause 5) or other express power). The trustees have a duty to ensure that the funds are correctly applied in accordance with this principle.

(b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2) None of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the charity. This does not prevent a member who is not also a trustee from receiving:

- (a) a benefit from the charity in the capacity of a beneficiary of the charity;
- (b) reasonable and proper remuneration for any goods or services supplied to the charity.

5. Benefits and payments to charity trustees and connected persons

Clause 5 - Charity trustees may only benefit from their charity if they have express legal authorisation to do so (such as a clause in the constitution). This restriction extends to people closely connected to a trustee ('connected persons' - this term is defined in interpretation clause 34). This clause clarifies the restrictions that apply to the charity trustees. Even where trustees are allowed to benefit from the charity, this must only happen where the benefit is in the interests of the charity. Our guidance Trustee expenses and payments (CC11) provides more information about trustee benefits.

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the charity on terms preferential to those applicable to members of the public;
- (b) sell goods, services or any interest in land to the charity;
- (c) be employed by, or receive any remuneration from, the charity; This clause permits a minority of the charity trustees or connected persons to receive payments and other benefits in certain instances (such as for goods and services they supply to the charity), subject to the stated controls. The option also allows other types of trustee benefit subject to the Commission's prior consent.
- (d) receive any other financial benefit from the charity; unless the payment is permitted by sub-clause (2) of this clause or authorised by the court or the Charity Commission ('the Commission'). In this clause, a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value. No part of the clause allows trustees to receive payment for acting as a trustee.

Clause 5(2)(a) - If your charity will benefit all local inhabitants in a specific geographical area (e.g. as a community association) you may wish to substitute the following: 'A trustee or connected person may receive a benefit from the charity as a beneficiary provided that it is available generally to the beneficiaries of the charity.'

(b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to the conditions in, section 185 of the Charities Act 2011.

(c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by the charity trustee or connected person.

Clause 5(2)(d) - The charity should document the amount of, and the terms of, the trustee's or connected person's loan.

(d) A charity trustee or connected person may receive interest on money lent to the charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the charity on the same terms as members of the public.

(3) Payment for supply of goods only - controls

The charity and its charity trustees may only rely upon the authority provided by sub-clause 2(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the charity and the charity trustee or connected person supplying the goods ('the supplier') under which the supplier is to supply the goods in question to or on behalf of the charity.

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other charity trustees are satisfied that it is in the best interests of the charity to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

(f) The reason for their decision is recorded by the charity trustees in the minute book.

(g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 5.

(4) In sub-clauses (2) and (3) of this clause:

(a) the charity' includes any company in which the charity:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more trustees to the board of the company.

(b) 'connected person' includes any person within the definition set out in clause 34 (Interpretation).

6. Dissolution

(1) If the members resolve to dissolve the charity the trustees will remain in office as charity trustees and be responsible for winding up the affairs of the charity in accordance with this clause.

(2) The trustees must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.

(3) The trustees must apply any remaining property or money:

(a) directly for the objects;

(b) by transfer to any charity or charities for purposes the same as or similar to the charity;

(c) in such other manner as the Charity Commission for England and Wales ('the Commission') may approve in writing in advance.

(4) The members may pass a resolution before or at the same time as the resolution to dissolve the charity specifying the manner in which the trustees are to apply the remaining property or assets of the charity and the trustees must comply with the resolution if it is consistent with paragraphs (a) - (c) inclusive in sub-clause (3) above.

(5) In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity).

Sub-clause 6(6) - The Charities Act 2011 sets out the accounting obligations on charities: see our website for further guidance.

(6) The trustees must notify the Commission promptly that the charity has been dissolved. If the trustees are obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the charity's final accounts.

7. Amendment of constitution

(1) The charity may amend any provision contained in Part 1 of this constitution provided that:

(a) no amendment may be made that would have the effect of making the charity cease to be a charity at law;

(b) no amendment may be made to alter the objects if the change would undermine or work against the previous objects of the charity;

(c) no amendment may be made to clause 3 (Objects), 4 (Application of income and property), clause 5 (Benefits and payments to charity trustees and connected persons), clause 6 (Dissolution) or this clause without the prior consent in writing of the Commission;

(d) any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.

(2) Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting.

(3) A copy of any resolution amending this constitution shall be sent to the Commission within twenty-one days of it being passed.

Part 2

8. Membership

Clause 8 - For advice and guidance on best practice for running membership organisations, see Membership Charities (RS7) on our website. (1) Membership is open to individuals over eighteen or organisations who are approved by the trustees. Sub Clause 8(1) - The law says people under 18 cannot be trustees or take on the administrative rights and duties of full members. Associations can have separate junior membership arrangements if it is clear that they do not have the rights and responsibilities of administration of full members, like voting. See our website for detailed guidance on involving younger people under Running a charity - good practice for charities. (2) (a) The trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the charity to refuse the application. (b) The trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.

Sub-clause 8(4) - It is very important for the good administration of the charity to keep the register of members up to date: failure to do so can result in a number of problems, including serious difficulties with the calling of annual or extraordinary general meetings.

The trustees must ensure that they handle personal data in accordance with the requirements of data protection law.

(c) The trustees must consider any written representations the applicant may make about the decision. The trustees' decision following any written representations must be notified to the applicant in writing but shall be final.

(3) Membership is not transferable to anyone else.

(4) The trustees must keep a register of names and addresses of the members which must be made available to any member upon request.

9. Termination of membership

Membership is terminated if:

(1) the member dies or, if it is an organisation, ceases to exist;

(2) the member resigns by written notice to the charity unless, after the resignation, there would be less than two members;

Sub-clause 9(3) - The notice for any general meeting should remind members of this requirement. We would recommend that there is a reasonable gap between the deadline for payment of subscriptions (or any other regular payments by members to the charity) and the holding of a general meeting to reduce the risk of this becoming an administrative problem for the charity.

(3) any sum due from the member to the charity is not paid in full within six months of it falling due;

(4) the member is removed from membership by a resolution of the trustees that it is in the best interests of the charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:

(a) the member has been given at least twenty-one days' notice in writing of the meeting of the trustees at which the resolution will be proposed and the reasons why it is to be proposed;

(b) the member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting.

Notes Clause 10 - We provide guidance on meetings in Charities and Meetings (CC48), produced in association with ICSA (The Institute of Chartered Secretaries and Administrators).

10. General meetings

(1) The charity must hold a general meeting within twelve months of the date of the adoption of this constitution.

(2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.

(3) All general meetings other than annual general meetings shall be called special general meetings.

(4) The trustees may call a special general meeting at any time.

(5) The trustees must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.

11. Notice

Sub-clause 11(1) - 'Clear days' does not include the day on which the notice would be received by the member or the day on which the meeting is held - see sub-clause 31(5)(c). Section 332 of the Charities Act 2011 sets out how notice may be given by post. In broad terms, the charity may send notice to each trustee at the UK address held in the charity's records: no notice is required for trustees living outside the UK.

(1) The minimum period of notice required to hold any general meeting of the charity is fourteen clear days from the date on which the notice is deemed to have been given.

(2) A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.

(3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.

(4) The notice must be given to all the members and to the trustees.

12. Quorum

Sub-clause 12(1) - This means that a quorum must be present when a matter is being discussed and voted on, in order for a decision on it to be validly made. If the meeting subsequently becomes inquorate, this will not invalidate earlier, quorate decisions. (1) No business shall be transacted at any general meeting unless a quorum is present. (2) A quorum is:

Sub-clause 12(2)(a) - Insert the figure for the quorum. This should be set with care. If it is too high, any absences may make it difficult to have a valid meeting. If it is too low, a small minority may be able to impose its views unreasonably. Note that sub-clauses 12(4)-(6) set out the procedure for dealing with situations where the meeting is inquorate.

(a) members entitled to vote upon the business to be conducted at the meeting; or

(b) one tenth of the total membership at the time,

whichever is the greater.

(3) The authorised representative of a member organisation shall be counted in the quorum.

(4) If:

(a) a quorum is not present within half an hour from the time appointed for the meeting; or

(b) during a meeting a quorum ceases to be present,

the meeting shall be adjourned to such time and place as the trustees shall determine.

(5) The trustees must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date time and place of the meeting.

Sub-clause 12(6) - Note that this provision permits the re-scheduled meeting to proceed without a quorum being present within 15 minutes of the specified start time. It also means that the number of members present 15 minutes after the scheduled start of the meeting will form the quorum if the quorum required at sub-clause 12(2) is not achieved.

(6) If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

13. Chair

(1) General meetings shall be chaired by the person who has been elected as Chair.

(2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a trustee nominated by the trustees shall chair the meeting.

(3) If there is only one trustee present and willing to act, he or she shall chair the meeting.

(4) If no trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

14. Adjournments

Clause 14 - This is a discretionary power for the members to adjourn a quorate meeting - when the meeting is reconvened it must be quorate. This provision differs from the adjournment provisions in Clause 12 which are not discretionary and must be used where a general meeting is not quorate. (1) The members present at a meeting may resolve that the meeting shall be adjourned. (2) The person who is chairing the meeting must decide the date time and place at which meeting is to be re-convened unless those details are specified in the resolution.

(3) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.

(4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the date time and place of the meeting.

15. Votes

(1) Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

(2) A resolution in writing signed by each member (or in the case of a member that is an organisation, by its authorised representative) who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

16. Representatives of other bodies

Clause 16 - Organisations which are members ('corporate members') enjoy the same rights and duties as individual members. Our research report Membership Charities (RS7) provides advice and guidance on managing corporate members. (1) Any organisation that is a member of the charity may nominate any person to act as its representative at any meeting of the charity. (2) The organisation must give written notice to the charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the charity.

(3) Any notice given to the charity will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The charity shall not be required to consider whether the nominee has been properly appointed by the organisation.

17. Officers and trustees

(1) The charity and its property shall be managed and administered by a committee comprising the officers and other members elected in accordance with this constitution. The officers and other members of the committee shall be the trustees of the Charity and in this constitution are together called 'the trustees'.

(2) The charity shall have the following officers:

(a) A chair,

(b) A vice-chair,

(c) A secretary,

(d) A treasurer.

(3) A trustee must be a member of the charity or the nominated representative of an organisation that is a member of the charity.

(4) No one may be appointed a trustee if he or she would be disqualified from acting under the provisions of clause 20.

(5) The number of trustees shall be not less than three but (unless otherwise determined by a resolution of the charity in general meeting) shall not be subject to any maximum.

(6) The first trustees (including officers) shall be those persons elected as trustees and officers at the meeting at which this constitution is adopted.

(7) A trustee may not appoint anyone to act on his or her behalf at meetings of the trustees.

Clause 18 - Finding New Trustees: What charities need to know (CC30) provides guidance on effective methods of recruiting new charity trustees and of familiarising them with the charity.

18. Appointment of trustees

(1) The charity in general meeting shall elect the officers and the other trustees.

(2) The trustees may appoint any person who is willing to act as a trustee. Subject to sub-clause 5(b) of this clause, they may also appoint trustees to act as officers.

(3) Each of the trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.

(4) No-one may be elected a trustee or an officer at any annual general meeting unless prior to the meeting the charity is given a notice that:

(a) is signed by a member entitled to vote at the meeting;

(b) states the member's intention to propose the appointment of a person as a trustee or as an officer;

(c) is signed by the person who is to be proposed to show his or her willingness to be appointed.

(5) (a) The appointment of a trustee, whether by the charity in general meeting or by the other trustees, must not cause the number of trustees to exceed any number fixed in accordance with this constitution as the maximum number of trustees.

(b) The trustees may not appoint a person to be an officer if a person has already been elected or appointed to that office and has not vacated the office.

Notes Clause 19 - It is sensible to set out all the powers that the charity will commonly need, for the avoidance of doubt and to remind trustees of the conditions that have to be met when they exercise those powers. Some of these powers are implicit in a charity's objects (for example, if the object is to provide a school, the trustees have an implicit power to acquire premises). Other powers are given by statute, often only if specific conditions are met. For example, the Trustee Act 2000 gives trustees power to acquire and dispose of land,

to borrow money in many circumstances, to delegate much of the running of the charity and to invest. However, there are some things that can be done only if the charity's governing document provides express power to do them.

19. Powers of trustees

(1) The trustees must manage the business of the charity and have the following powers in order to further the objects (but not for any other purpose):

(a) to raise funds. In doing so, the trustees must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;

(b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

(c) to sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the trustees must comply as appropriate with sections 117 - 122 of the Charities Act 2011;

Sub-clause 19(1)(a) - This sub-clause provides a general power to raise funds through a wide variety of methods. The only restriction here is that it does not allow the charity to engage in substantial permanent trading for the purpose of raising funds. (Trading on a small scale is allowed. HM Revenue and Customs provide guidance on the tax treatment of different sorts of trading). The terms of this power do not prevent trading in order to carry out the charity's object - for example, an educational charity can charge fees for the educational services it provides.

(d) to borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed. The trustees must comply as appropriate with sections 124 - 126 of the Charities Act 2011, if they intend to mortgage land;

(e) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;

(f) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the objects; Sub-clause 19(1)(b) - This power is helpful if the charity is to acquire property either for use as office premises or functionally (such as a playground or school site). Acquiring Land (CC33) contains further guidance on the issue. See also notes to sub-clause 19(1)(d) and clause 29. (g) to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the objects; (h) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves; Sub-clause 19(1)(c) - This power enables the trustees to dispose of property belonging to the charity (for example, by selling or leasing it). Sections 117 - 122 of the Charities Act 2011 apply to most charities and require compliance with certain conditions to ensure that charity property is disposed of for the best terms reasonably obtainable. Our guidance Disposing of Charity Land (CC28) provides more information about this. (i) to obtain and pay for such goods and services as are necessary for carrying out the work of the charity; (j) to open and operate such bank and

other accounts as the trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000; Sub-clause 19(1)(d) - This provides the trustees with a power to borrow. It also makes clear that if this power involves securing the loan on land of the charity, it must comply with the requirements of sections 124 - 126 of the Charities Act 2011. Briefly, the Act requires that the trustees take advice and provide certain certificates/statements when they are borrowing money by way of mortgage. (k) to do all such other lawful things as are necessary for the achievement of the objects. (2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the trustees.

Notes Our Operational Guidance Borrowing and Mortgages on our website provides detailed information on this.

(3) Any meeting of trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the trustees.

Sub-clause 19(1)(i) - This power cannot be used if the goods or services are being provided by a trustee: see Clause 5.

20. Disqualification and removal of trustees

A trustee shall cease to hold office if he or she:

Sub-clause 19(1)(j) - Bank accounts - the trustees can make rules (under clause 32) to allow others associated with the operation of the charity such as employees or volunteers to sign cheques and other orders in relation to the charity's bank accounts so long as these activities are properly managed so as to reduce the risk of fraud. For example, the trustees might allow two senior volunteers to sign cheques up to a defined face value, with a limit on the total value of cheques which they are authorised to sign in any one month. For charities which operate electronic bank accounts, there is guidance on trustee duties and operational best practice in Internal Controls for Charities (CC8) on our website. With regard to the delegation and management of funds, the Trustee Act 2000 provides wide powers of investment and requires the charity to take advice and to consider the need to invest in a range of different investments. Our guidance Investment of Charitable Funds: Basic Principles (CC14) provides more information about charity investments. The powers to employ agents, nominees and custodians are of particular use where the charity wishes to use an investment manager.

(1) is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);

(2) ceases to be a member of the charity;

(3) in the written opinion, given to the charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;

(4) resigns as a trustee by notice to the charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or

(5) is absent without the permission of the trustees from all their meetings held within a period of six consecutive months and the trustees resolve that his or her office be vacated.

21. Proceedings of trustees

(1) The trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.

(2) Any trustee may call a meeting of the trustees.

Clause 20 - Our guidance Finding New Trustees: What charities need to know (CC30) explains what sections 178 and 179 of this Act covers. In very broad terms, someone who has been convicted of offences involving deception or fraud, or who is an undischarged bankrupt or who has been removed from office as a charity trustee by us will be disqualified for acting as a trustee.

(3) The secretary must call a meeting of the trustees if requested to do so by a trustee.

(4) Questions arising at a meeting must be decided by a majority of votes.

(5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote. Clause 21 - We provide further guidance on meetings in Charities and Meetings (CC48).

(6) No decision may be made by a meeting of the trustees unless a quorum is present at the time the decision is purported to be made. Sub-clause 21(7) - Where the total number of trustees is the mid-point between two numbers which can be divided by three, we recommend rounding up to the next multiple of three. (7) The quorum shall be two or the number nearest to one-third of the total number of trustees, whichever is the greater or such larger number as may be decided from time to time by the trustees.

(8) A trustee shall not be counted in the quorum present when any decision is made about a matter upon which that trustee is not entitled to vote.

(9) If the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.

(10) The person elected as the Chair shall chair meetings of the trustees.

(11) If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the trustees present may appoint one of their number to chair that meeting.

(12) The person appointed to chair meetings of the trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the trustees.

(13) A resolution in writing signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the trustees or (as the case may be) a committee of trustees duly convened and held.

(14) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more trustees.

Clause 22 - This reflects good practice on managing conflicts of interests and conflicts of loyalties.

22. Conflicts of interests and conflicts of loyalties

A charity trustee must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not been previously declared; and

(2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

23. Saving provisions

Clause 23 - This reduces the risk of trustees' decisions being declared invalid for purely technical reasons. (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of the charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

(a) who is disqualified from holding office;

(b) who had previously retired or who had been obliged by this constitution to vacate office;

(c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the

charity trustee has not complied with clause 22 (Conflicts of interests and conflicts of loyalties).

24. Delegation

(1) The trustees may delegate any of their powers or functions to a committee of two or more trustees but the terms of any such delegation must be recorded in the minute book.

(2) The trustees may impose conditions when delegating, including the conditions that:

(a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;

(b) no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the trustees.

(3) The trustees may revoke or alter a delegation.

(4) All acts and proceedings of any committees must be fully and promptly reported to the trustees.

25. Irregularities in proceedings

(1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Trustees, or of a committee of trustees, shall be valid notwithstanding the participation in any vote of a trustee:

(a) who was disqualified from holding office;

(b) who had previously retired or who had been obliged by the constitution to vacate office;

(c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;

if, without:

(d) the vote of that trustee; and

(e) that trustee being counted in the quorum,

the decision has been made by a majority of the trustees at a quorate meeting.

Notes Sub-clause 25(2) - see clause 5 (and in particular sub-clauses 5(2) and 5(3)) which sets out the restrictions on trustee benefits and the procedures to be followed if a benefit is to be allowed to a trustee.

(2) Sub-clause (1) of this clause does not permit a trustee to keep any benefit that may be conferred upon him or her by a resolution of the trustees or of a committee of trustees if the resolution would otherwise have been void.

(3) No resolution or act of

- (a) the trustees
- (b) any committee of the trustees
- (c) the charity in general meeting

shall be invalidated by reason of the failure to give notice to any trustee or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the charity.

26. Minutes

Clause 26 - Using the power to make rules at clause 32, the trustees can decide in what format the minutes should be kept and how to validate them. The trustees must keep minutes of all:

- (1) appointments of officers and trustees made by the trustees;
- (2) proceedings at meetings of the charity;
- (3) meetings of the trustees and committees of trustees including:
 - (a) the names of the trustees present at the meeting;
 - (b) the decisions made at the meetings; and
 - (c) where appropriate the reasons for the decisions.

27. Accounts, Annual Report, Annual Return

Clause 27 - The key accounting requirements for charities are set out on our website. All registered charities with incomes over £10k must send accounts, Annual Report and Annual Return to us within 10 months of the end of their financial year. (1) The trustees must comply with their obligations under the Charities Act 2011 with regard to: (a) the keeping of accounting records for the charity;

Sub-clause 27(1)(e) - The Annual Return provides a summary of key financial data and is used by us for monitoring purposes to detect issues which might require our attention or guidance.

- (b) the preparation of annual statements of account for the charity;
- (c) the transmission of the statements of account to the Commission;

Sub-clause 27(2) - The Statement of Recommended Practice for charities (SORP 2005) is available as a free PDF download, but you can also buy a printed copy:

- Download the SORP as a PDF file
- Find out how to order a printed copy of the SORP

(d) the preparation of an Annual Report and its transmission to the Commission;

(e) the preparation of an Annual Return and its transmission to the Commission.

(2) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

28. Registered particulars

Clause 28 - A charity's entry includes its name, correspondence address, objects, governing document (and any amendment) and names of its trustees. The Commission issues to every charity an Annual Update form and Annual Return on which these details can conveniently be supplied, although changes to the correspondent details should be provided as soon as possible. The trustees must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

29. Property (1)

The trustees must ensure the title to:

(a) all land held by or in trust for the charity that is not vested in the Official Custodian of Charities; and

Clause 29 - When the trustees acquire land for the charity, the ownership of the land cannot rest with the charity directly as it has no separate legal identity. The trustees will therefore need to ensure that title to the charity's land is held in the name of individuals ('holding trustees') or a company, in trust on behalf of the charity. Typically, this can be some or all of the trustees, the Official Custodian for Charities (see our guidance The Official Custodian for Charities' Land Holding Service (CC13)) or a nominee.

(b) all investments held by or on behalf of the charity, is vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.

(2) The terms of the appointment of any holding trustees must provide that they may act only in accordance with lawful directions of the trustees and that if they do so they will not be liable for the acts and defaults of the trustees or of the members of the charity.

(3) The trustees may remove the holding trustees at any time.

Clause 30 - These are the minimum requirements and trustees should consider if any other forms of insurance are needed.

30. Repair and insurance

The trustees must keep in repair and insure to their full value against fire and other usual risks all the buildings of the charity (except those buildings that are required to be kept in repair and insured by a tenant). They must also insure suitably in respect of public liability and employer's liability.

31. Notices

(1) Any notice required by this constitution to be given to or by any person must be:

- (a) in writing; or
- (b) given using electronic communications.

(2) The charity may give any notice to a member either:

- (a) personally; or
- (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
- (c) by leaving it at the address of the member; or
- (d) by giving it using electronic communications to the member's address.

(3) A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the charity.

(4) A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

(5) (a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

(b) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.

(c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

32. Rules Clause 32 - Rules are effectively the internal procedures adopted by the trustees for the proper administration of the charity. They cannot be used to change any of the provisions in this constitution. Clause 7 of this constitution sets out the procedure for amending the provisions of this constitution. (1) The trustees may from time to time make rules or byelaws for the conduct of their business. (2) The byelaws may regulate the following matters but are not restricted to them:

(a) the admission of members of the charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;

(b) the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers;

(c) the setting aside of the whole or any part or parts of the charity's premises at any particular time or times or for any particular purpose or purposes;

(d) the procedure at general meeting and meetings of the trustees in so far as such procedure is not regulated by this constitution;

Notes Sub-clause 32(2)(e) - The Electronic Communications Act 2000 and the Electronic Signatures Regulations 2002 permit electronic signatures to be accepted as evidence, subject to certain conditions. This sub-clause summarises those conditions.

(e) the keeping and authenticating of records. (If regulations made under this clause permit records of the charity to be kept in electronic form and requires a trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)

(f) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.

(3) The charity in general meeting has the power to alter, add to or repeal the rules or byelaws.

(4) The trustees must adopt such means as they think sufficient to bring the rules and byelaws to the notice of members of the charity.

(5) The rules or byelaws shall be binding on all members of the charity. No rule or byelaw shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

Clause 33 - It is good practice to include provisions for dealing with any disputes that arise between members of the charity. Litigation can be expensive, and litigation about the internal affairs of a charity would almost certainly constitute 'charity proceedings', which can be taken only with the Commission's authority. We would usually require the parties to a dispute to have tried mediation first.

33. Disputes

If a dispute arises between members of the charity about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

34. Interpretation

In this constitution 'connected person' means:

- (1) a child, parent, grandchild, grandparent, brother or sister of the trustee;
- (2) the spouse or civil partner of the trustee or of any person falling within sub-clause (1) above;
- (3) a person carrying on business in partnership with the trustee or with any person falling within sub-clause (1) or (2) above;
- (4) an institution which is controlled -
 - (a) by the trustee or any connected person falling within sub-clause (1), (2), or (3) above; or
 - (b) by two or more persons falling within sub-clause (4)(a), when taken together
- (5) a body corporate in which -
 - (a) the charity trustee or any connected person falling within sub-clauses (1) to (3) has a substantial interest; or
 - (b) two or more persons falling within sub-clause (5)(a) who, when taken together, have a substantial interest.

Signatures

Adopted this 29th Day of September 2019

Signed (with name printed)

John Natella.....		Chairman/Trustee
Andy Wells.....		Vice Chairman/Trustee
Ann Duncan.....		Secretary
Dave Jones.....		Treasurer/Trustee
Steven Griffiths.....		Member
Harry Joss.....		Member
Matt Burren.....		Member
Ernest Lakin.....		Member
David Williams.....		Member
Doug Green.....		Member

v)



LYDD EX-SERVICEMENS CLUB GRANT MAKING POLICY

Our object

“To support such general charitable purposes according to the law of England Wales for the relief and benefit of the armed forces, including ex-serving personnel and their families.”

Purpose of grant

To offer support to local ex-servicemen and women including their families in need.

Grant making criteria.

In order to receive any grant for assistance applicants must meet the following criteria:

1. Would only be considered if they would offer applicants improvement of life.
2. Must be backed up by recent medical/psychiatric/financial reports or advice where necessary.
3. All other avenues for funding have been exhausted.
4. Applicants must provide proof of service and have served a minimum of one day military service.

An application for assistance must be made in writing to the club chairman and an interview with the applicant will be arranged to ascertain need.

Having met the criteria, the application will be discussed at a meeting with the trustees and committee members.

the trustees have complete unfettered discretion over how the funds of the trust will be applied in furtherance of the stated purposes when making grants.

No cash payments will be made to successful applicants. All assistance will be supported by official quotes, invoices and receipts.

Signed.	John Natella (Trustee)	Date
Signed.	Andy Wells (Trustee)	Date
Signed.	Dave Jones (Trustee)	Date
Signed.	Ann Duncan (Club Treasurer)	Date

registered charity number 1185752

vi)



CHARITABLE NEED

Lydd has quite a high number of ex-servicemen and women and many, like me, have either chosen to settle here on discharge or have returned to their home town after service.

Many have joined an organisation or charity such as:

- o LYDD EX-SERVICEMENS CLUB
- o ROYAL NAVY ASSOCIATION
- o SUB MARINERS ASSOCIATION
- o RAF ASSOCIATION

Other ex-service personnel who live in the area have chosen not to join any of the above for their own personal reasons but do support those who have, and this is to be respected.

The attendance at Remembrance Sunday and Armistice Day is testament to this support with the numbers of ex-service personnel reaching over 100.

None of the ex-servicemen and women are getting any younger and there may come a time where support and assistance is required.

With conflicts on the rise throughout the world It is my belief this need can only increase.

Likely year on year expenditure

It is difficult to quantify a likely year on year expenditure as that could only be decided on how many grants are approved and the amount of each grant. It is my proposal that this trust fund be maintained for not only the benefit of current ex-service personnel but also for the benefit of future generations to come.

As stated in the Lydd Ex-Servicemens Club grant making policy all potential beneficiaries will have to meet with strict criteria to obtain a grant, one of which is "all other avenues for funding has been exhausted" this is where we would apply on the applicants behalf to other military charities for assistance and advice with the first port of call being the S.S.A.F.A. Not only is this the protocol, they do have mountains of experience and resources to hand. It is my suggestion that the same policy be applied to the trust as this combined with donations from Lydd Ex-Servicemens Club through fundraising would give the trust longevity.

Summary

The Royal British Legion Lydd Branch Property Trust could be a blessing in disguise by offering hope to all local ex-service personnel by providing a fund where they could apply to if ever they find themselves in need of assistance that would provide improvement of life.

If managed efficiently and in line with the strategic plan as an ongoing concern the trust could also benefit future veterans, our servicemen and women of today.

Your support in this matter is greatly appreciated.

Yours sincerely

John Natella

Chairman

Lydd Ex-Servicemens Club

vii)

LYDD TOWN COUNCIL BRIEFING NOTE

JANUARY 2021

DOCUMENT - LYDD EX-SERVICEMENS CLUB

Royal British Legion Lydd Branch Property Trust

Below is the strategic plan submitted by Lydd Ex-Servicemen's Club for consideration by members of Lydd Town Council.

Comments on behalf of Lydd Town Council to be considered for inclusion are inserted in the document and written in red.

Strategic Plan

All funds would be placed in a separate "Trust fund" account to be managed separately from our club account with Lloyds Bank under the responsibility of the Lydd Ex-Servicemen's Club Trustees. *(This may benefit from having a more specific name showing its purpose?)*

Any application for funds from this trust would have to meet strict criteria and be agreed by the executive committee of the Lydd Ex-Servicemen's Club which includes the club trustees and members of the Lydd Town Council

Applications will only be considered that would benefit serving and ex-serving members of the British Armed Forces and their families in the parish of Lydd. (Not including visiting units to Lydd Army Camp)

Annual auditing by a *suitably qualified* outside agency to be carried out and reports to be made available.

The Chairman of the Committee shall provide a written report for the Annual Town Council report brochure and attend the Annual Town Meeting, usually held in April, to provide a verbal report.

An annual donation be made by Lydd Ex-Servicemen's Club to increase or replenish trust funds.

Plan Implementation

Committee Meetings and Membership

The Committee to include (insert number) executive members of the Lydd ex-servicemen's club, the Mayor and Deputy Mayor and the most senior member of Lydd Town Council. (The Town Clerk to confirm councillors eligible annually in May)

The Committee will meet to consider discuss the annual accounts and applications for funding at least annually and the appropriate members of Lydd Town Council should attend this meeting in their capacity as Trustees.

Any meetings where financial matters are discussed should not be held on licenced premises, nor at a private address and Lydd Town Council will make available free of charge a meeting room in the Guild Hall for such purposes

Bank Account

- A bank account would be opened with a minimum of three signatories.
- Monthly bank statements to be generated and presented to the committee at the monthly meeting by the club treasurer.
- All account transactions to be completely transparent and backed up by invoices and receipts.
- Account to be managed totally separate from the Lydd Ex-Servicemen's account.

Applications for Funds

- Applications would only be considered on the following criteria:
 1. Would only be considered if they would offer applicants improvement of life.
 2. Must be backed up by recent medical/psychiatric/financial reports or advice where necessary.
 3. All other avenues for funding have been exhausted.
 4. Applicants must have served a minimum of 1 day military service.

Annual Auditing

- Annual auditing to be carried out by an independent accounting agency and report to be made available to the following:
 1. The Royal British Legion
 2. Charity Commission
 3. Lydd Town Council
 4. Lydd Ex-Servicemen's Club Annual General Meeting.

Annual Donation

- An annual donation would be made to the trust by the Lydd Ex-Servicemen's Club which would provide the following benefits:
 1. Assist in maintaining the trust as an ongoing concern.
 2. Providing an outlet to which the club can donate funds raised for good causes in line with the club's rules and constitution.

3. Provide a regular donation which would be based on annual funds raised and the amount of donation agreed at the Lydd Ex-Servicemen's Club Annual General Meeting.
4. Increase the longevity of the trust fund.

Summary

It is important that this money is used in the spirit of the Deed of Trust dated 28th July 1930.

At a meeting of the members of the Lydd Branch of the British Legion which was held on 5th June 1930 the Deed was agreed and the following declared (abbreviated):

(Refer to Point 6)

That should the property at Park Street, Lydd be sold that the proceeds should be used for the benefit of the ex-servicemen from time-to-time resident in the parish of Lydd as the Committee in its discretion sees fit. PROVIDED that if the Trust fails by reason of there ceasing to be any ex-servicemen resident in the parish then in that case we (the Trustees) will hold the proceeds as capital or income in trust for the Corporation of Lydd. (Now Lydd Town Council).

Should for any reason the new group of Trustees known as xxxxx fail (that made up of the executive members of the e-servicemen's club and appointed members of Lydd Town Council) due to insufficient membership or there being a lack of ex-servicemen in the parish of Lydd to benefit from the fund for a period of (insert time) then any remaining money and assets shall be transferred to a bank account to be opened by Lydd Town Council specifically for this purpose and retained for the benefit of the ex-servicemen of Lydd until such time as the need arises.

I do believe that this plan is a practical solution to maintaining this trust. It is important that we realize the potential of how this could benefit those in need and gain the maximum effect from the funds available.

I must emphasise that this plan is not designed to fritter away funds, on the contrary, it is designed to maintain the trust whilst providing life changing assistance to individuals in need, not just at the present but for generations to come.

This plan is by no means set in stone and could be amended accordingly in ways that could improve its effectiveness.

I look forward to your views on this matter and your ongoing support is greatly appreciated.

Dear Sir or Madam,

I am writing on behalf of Lydd Town Council in relation to the Lydd Branch Property Trust, a charitable trust of which The Royal British Legion (the 'Legion') is sole corporate trustee.

Lydd Town Council is aware that the governing document of Lydd Branch Property Trust contains a proviso, exercisable by the Legion in its absolute discretion, which provides that the Legion as trustee will hold the sale proceeds of the relevant branch property in trust for the Corporation of Lydd for the use of ex-Servicemen generally.

Lydd Town Council is the ultimate successor body to the Corporation of Lydd and therefore should the Legion exercise the proviso the Legion would hold the funds in trust for Lydd Town Council to be applied for the benefit of ex-servicemen.

Lydd Town Council and the Legion have both engaged with Lydd Ex-Servicemens Club, a charity with registered charity number 1185752 and Lydd Ex-Servicemens Club have prepared clear proposals for the application of funds for the benefit of ex-servicemen in Lydd and the surrounding area.

We understand the Legion's Branch Property Trust Trustee Committee will shortly consider whether to exercise the proviso.

When the proviso is exercised Lydd Town Council formally notifies and directs the Legion that in furtherance of the purpose of the trusts, the Legion should transfer the funds held in the branch property trust directly to Lydd Ex-Servicemens Club to be applied for exclusively charitable purposes in accordance with the trusts of Lydd Branch Property Trust.

I can confirm that Lydd Town Council has passed the appropriate resolutions to take this decision and to authorise me to sign this letter.

Yours faithfully

LYDD TOWN COUNCIL PAYMENTS AND RECEIPTS 26 OCT 21-13 DEC 21
FOR RATIFICATION AND AUTHORISATION

PAYMENTS (2021-22)				
	RATIFICATION			
27.10.21	IfiniLtd	Inv1871 Monthly SLA, mail hosting and registrations	SO	306.97
01.11.21	Gibbs and Son	Inv3819 Grounds maintenance October	4238	516.00
01.11.21	Mrs Judith P Johnson	Inv00336 Finance assistance October	4239	291.00
01.11.21	Royal British Legion	Donation for poppy wreath	4240	80.00
01.11.21	Ifini Ltd	Inv1871 Monthly SLA, mail hosting and registrations	SO	306.91
04.11.21	Ashe Alarms Ltd	Inv26847 Renewal monitoring fire and intruder alarms, service contract and emergency lights test	4241	612.00
04.11.21	Usher Motors Ltd	Invs1024712, 1024728 Tractor battery and fitting	4242	176.10
04.11.21	Mrs D McKenna	Reimburse for plants - Inv00403023869 Grovewell Garden Centre	4243	71.95
08.11.21	Mr James Double	Bugler for Remembrance Sunday 14 Nov 21	4244	40.00
08.11.21	Salaries	Month 8	4245-4250	5,109.70
08.11.21	KCC re Kent Pension Fund	Pension contributions Month 8	4250	1,166.50
08.11.21	Hopkins	Inv20211104 Electrode replacement Heysham Hall defibrillator	4251	95.16
08.11.21	Kent Association of Local Councils	Inv2172760529 CANCELLED - CHQ USED FOR INV1413713489 TC Website Accessibility Training	4252	60.00
12.11.21	Lloyds Bank	Inv354899795 Charges 10 Sep - 09 Oct 21	DD	24.85
16.11.21	Corona Energy	Invs1123685/6/7/8/9 Electricity October	DD	214.16
22.11.21	BGB Services	Boiler contract November	DD	93.70
24.11.21	Broxap Ltd	Inv280698 Set of 4 sockets for goal posts	4253	118.80
24.11.21	Wicksteed Leisure Ltd	Inv815979 Shackles and bushes for swing	4254	29.40
24.11.21	Tenterden Mayor's Charity	Attend Town Sgt at Christmas lunch 05 Dec 21	4255	25.00
24.11.21	Satswana Ltd	Inv002499 Annual DPO service renewal	4256	600.00
24.11.21	Ifini Ltd	Inv1913 Replacement mobile phone battery and fitting (DC)	4257	43.00
25.11.21	VOID	Unpresented cheque - Mr Arnold 24 Oct 20 Deposit refund	3981	-20.00
25.11.21	VOID	Incorrect payee - reissued as 4077 (FY 2020-21)	4057	- 1,200.00
25.11.21	VOID	Incorrect payee - reissued as 4077 (FY 2020-21)	4068	- 2,000.00
26.11.21	British Gas	Inv989487524 Guildhall gas 02 Oct - 01 Nov 21	DD	263.50
26.11.21	Waterlogic GB Ltd	Inv6522965 Water cooler rental October	DD	14.40
26.11.21	KCS	Inv13911529 Stationery and batteries	DD	204.86
01.12.21	Business Stream	Inv2740022/17 Waste water GH Monthly	DD	6.00
01.12.21	Folkestone & Hythe DC	Non-domestic rates	DD	51.00
01.12.21	Hopkins	Inv20211130 Replacement electrode pads, Lydd defibrillator	4258	95.16
01.12.21	Mr A Lindsey	Refund deposit Plot 6D	4259	30.00
01.12.21	Mr T Field	Refund deposit Plots 18A/B minus deposit transfer to Plot 84B	4260	30.00
01.12.21	Mr P Kennedy	Refund deposit Plot 81A	4261	30.00

LYDD TOWN COUNCIL PAYMENTS AND RECEIPTS 26 OCT 21-13 DEC 21
FOR RATIFICATION AND AUTHORISATION

01.12.21	Kent Association of Local Councils	Inv1682480203 Cllr training- Planning Conference 12 May 21	4262	60.00
01.12.21	Cash	Petty Cash float	4263	84.90
02.12.21	Salaries	Month 9	4264-4268	5,070.32
02.12.21	KCC re Kent Pension Fund	Pension contributions Month 9	4269	1,166.50
02.12.21	Gibbs and Son	Invs3831 and 3832 November grounds maintenance and works on Tennis Court clearance	4270	3,996.00
03.12.21	Opus Energy	Inv41346306 Festive lights electricity	DD	25.20
08.12.21	Mr Martin Sweeney	Reimburse for Christmas tree and decorations: Speckled Hen, Tesco and Warren Inn invoices	4271	78.85
08.12.21	Mrs Judith P Johnson	Inv00337 Finance assistance November	4272	468.00
08.12.21	The Pilot	Lydd in Lights Vouchers	4273	80.00
08.12.21	The George Hotel	Lydd in Lights Vouchers	4274	30.00
08.12.21	M and M Richardson	Lydd in Lights Vouchers	4275	30.00
08.12.21	Lyons	Lydd in Lights Vouchers	4276	30.00
08.12.21	Brew at 32 Ltd	Lydd in Lights Vouchers	4277	15.00
08.12.21	Lewe Luck	Window cleaning 07 Dec 21	4278	50.00
08.12.21	Rolfes DIY LLP	Inv3276 Key cut and tea urn	4279	95.80
09.12.21	Cash	Petty cash float	4280	80.17
09.12.21	Sevenoaks District Council (Chairman)	Attendance Mayor, Mayoress and T Sgt - Winter Ball '22 22 Jan 22	4281	170.00
09.12.21	Margate Charter Trustees	Attendance Mayor, Mayoress and T Sgt - Blessing of the Seas 09 Jan 22	4282	70.00

LYDD TOWN COUNCIL

PAYMENTS AND RECEIPTS
FOR RATIFICATION AND AUTHORISATION

26 OCT 21-13 DEC 21

RECEIPTS INTO CURRENT ACCOUNT (2021-22)				
20.10.21	JR and RY Bailey	Allotment plots 8CD and 9CD rental	FPI	80.00
27.10.21	K Krakowski	Allotment plots 82CD rental	FPI	40.00
28.10.21	D Carpenter	Allotment plots 72BC rental	FPI	40.00
03.11.21	HMRC	VAT refund Q2 2021-22	BGC	1,294.62
02.12.21	Banking	Allotment deposits and rents	CR500143	390.00
02.12.21	Banking	Allotment deposits and rents	CR500144	360.00
02.12.21	Banking	Allotment deposits and rents	CR500145	40.00
02.12.21	Banking	Lydd Municipal Charities donation	CR500146	5,000.00
09.12.21	Banking	UKPN Wayleave payment	CR500147	77.79

RECEIPTS INTO RESERVE ACCOUNT (2021-22)				
09.11.21	Lloyds Bank	Reserve account interest	T/fer	0.60

LYDD TOWN COUNCIL			
Bank Reconciliation Statement			
for the Period Ending			
13th December 2021			
BANK and CASH:	Statement Date:	£	
Lloyds TSB Current Account	03-Dec	124,226.64	
Lloyds TSB Reserve Account	12-Nov	76,091.65	
Petty Cash		300.00	270,418.29
LESS Unpresented Items:			
004051		1,166.50	
4117		10.00	
4229		0.00	
4243		71.95	
4253		118.80	
4255		15.00	
4256		600.00	
4257		43.00	
4258		95.16	
4259		30.00	
4260		30.00	
4261		30.00	
4262		60.00	
4264		690.90	
4265		227.77	
4266		532.60	
4267		2,335.21	
4268		1,283.82	
4269		1,166.50	
4270		3,996.00	
4271		78.85	
4272		468.00	
4273		60.00	
4274		30.00	
4275		30.00	
4276		30.00	
4277		15.00	
4278		50.00	
4279		95.80	
4280		80.17	
4281		170.00	
4282		70.00	
			13,711.05
			77.79
Plus credits not yet at bank			
			256,785.03
Opening balance			236,429.52
PLUS Receipts			140,928.17
LESS Payments			120,572.66
Balance Carried Forward:			256,785.03
Prepared by:	JPI	Date:	13/12/2021
Checked by:		Date:	
Checked by:		Date:	



J31BC401DV9MBA0000021875001001 367 000

LYDD TOWN COUNCIL
MS A ALEXANDER
13 HIGH STREET
LYDD
ROMNEY MARSH
KENT
TN29 9AF

Your account statement

Issue date: 3 December 2021
Write to us at: PO Box 1000, Andover
Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)
Visit us online: www.lloydsbank.com
Your branch: ASHFORD (309028)
Sort code: 30-90-28 Account number: 00731251
BIC: LOYDGB21138
IBAN: GB90 LOYD 3090 2800 7312 51



BUSINESS ACCOUNT

LYDD TOWN COUNCIL

Account summary

Balance On 26 Nov 2021	£189,042.05
Total Paid In	£5,790.00
Total Paid Out	£605.41
Balance On 03 Dec 2021	£194,226.64

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
26 Nov 21		STATEMENT OPENING BALANCE			189,042.05
01 Dec 21	SO	IFINI LTD ✓		306.91	188,735.14
01 Dec 21	DD	BUSINESS STREAM RA 27400223 ✓		6.00	188,729.14
01 Dec 21	DD	FSTONE HYTHE DC 6826592 ✓		51.00	188,678.14
02 Dec 21	DEP	500143 ✓	350.00		189,028.14
02 Dec 21	DEP	500143 ✓	40.00		189,068.14
02 Dec 21	DEP	500144 ✓	360.00		189,428.14
02 Dec 21	DEP	500145 ✓	40.00		189,468.14
02 Dec 21	DEP	500146 ✓			194,468.14
02 Dec 21	PAY	004263 ✓ <i>municipal cheques</i>	5,000.00		194,468.14
03 Dec 21	DD	OPUS ENERGY CORPOR 1069899 ✓		84.90	194,383.24
03 Dec 21	CHQ	004254 ✓		25.20	194,358.04
03 Dec 21	CHQ	004252 ✓		29.40	194,328.64
03 Dec 21	CHQ	004252 ✓		60.00	194,268.64
03 Dec 21	CHQ	004231 ✓		42.00	194,226.64
03 Dec 21		STATEMENT CLOSING BALANCE	5,790.00	605.41	194,226.64

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

SO - Standing Order DEP - Deposit PAY - Payment CHQ - Cheque
DD - Direct Debit

*Melissa
13/12/21*

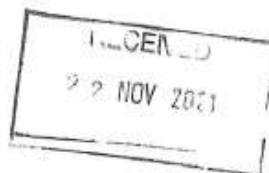


Your account statement

Issue date: 12 November 2021
 Write to us at: PO Box 1000, Andover
 Call us on: 0345 072 5555 (from UK)
 +44 1733 347338 (from Overseas)
 Visit us online: www.lloydsbank.com
 Your branch: ASHFORD (309028)
 Sort code: 30-90-28 Account number: 07746475
 BIC: LOYDGB21138
 IBAN: GB69 LOYD 3090 2807 7464 75

J31BED01E2BMB40000019652001002 367 000

LYDD TOWN COUNCIL
 MS A ALEXANDER
 13 HIGH STREET
 LYDD
 ROMNEY MARSH
 KENT
 TN29 9AF



BUS BANK INSTANT
 LYDD TOWN COUNCIL

Account summary

Balance On 15 Oct 2021 £76,091.05
 Total Paid In £0.60
 Total Paid Out £0.00
Balance On 09 Nov 2021 £76,091.65

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
15 Oct 21		STATEMENT OPENING BALANCE			76,091.05
09 Nov 21		INTEREST (GROSS)	0.60		76,091.65
09 Nov 21		STATEMENT CLOSING BALANCE	0.60	0.00	76,091.65

Malissa
 25/11/21

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BUDGET MONITOR

LYDD TOWN COUNCIL
Budget Monitor 2021-2022

13 DECEMBER 2021

RECEIPTS	Actuals	Original Budget	Revised Budget	Difference	% Budget	
Allotments Rent and Deposits	3,438.86	3,800.00		341.14	91%	
Ambulance Service Rent	-	3,200.00	-	3,200.00	0%	
Band Concert	-	0.00		-		
Bank Interest	5.13	30.00		24.87	17%	
Donations from Lydd Municipal and Other Charities	5,000.00	5,000.00		-	100%	
Friends of Lydd	-	65.00		65.00	0%	
Guidhall Room Hire	-	0.00		-	#DIV/0!	
Manor Road Pavilion Hire	-	0.00		-	#DIV/0!	
Meats and Escements	77.79	1,573.00		1,495.21	5%	
Precept	125,000.00	125,000.00		-	100%	
Sales	10.00	-	-	(10.00)		
VAT Refund	5,999.99	-		(5,999.99)		
Other Receipts	1,377.00	1.00		(1,376.00)	137700%	£1 Foreshore rent
TOTAL RECEIPTS:	140,928.17	140,669.00	-	(259.17)	100.18%	
PAYMENTS	Actuals	Original Budget	Revised Budget	Difference	% Budget	
EMR						
Adverts	-	1,200.00		1,200.00	0%	
Allotments	534.95	4,300.00		3,965.05	12%	
Allotments FY2020-21 Unpaid	(3,220.00)					Cheques not presented from 2020-21
Army Adventure Day (21/22)	-	2,800.00		2,800.00		
Audit	610.00	900.00		290.00	68%	
Band Concert	-	1,000.00		1,000.00	0%	
Bank Charges	187.47	400.00		212.53	47%	
Banks SSC	3,050.00	2,000.00		(1,050.00)	153%	
Bin Emptying	-	670.00		670.00	0%	
Christmas Tree & Lighting	190.30	1,500.00		1,309.70	13%	
Church Clock	20.00	150.00		130.00	13%	
Civic Expenses	452.20	750.00		297.80	60%	
Donations	-	0.00		-		
Election Costs	8,865.19	0.00		(8,865.19)		
Electrical PEAT testing	-	15.00		15.00	0%	
Friends of Lydd	-	500.00		500.00	0%	
Grants awarded from Municipal Charities Donation	-	5,000.00		5,000.00		
Grounds Maintenance	5,365.25	11,500.00		6,134.75	47%	
Groundsman Materials and Equipment	514.03	1,000.00		485.97	51%	
Guidhall Maintenance	1,826.94	1,000.00		(826.94)	183%	
Guidhall Refurbishment (Car Park)	-	16,000.00		16,000.00	0%	
Guidhall Running Costs	5,629.28	10,000.00		4,370.72	56%	
Insurance	3,856.61	4,300.00		443.39	90%	
Lade Bench Licences	25.00	25.00		-	100%	
Legal and Professional fees	736.00	1,000.00		264.00	74%	
Lydd in Bloom	603.31	500.00		(103.31)	121%	
Lydd in Lights	258.98	500.00		241.02	52%	
Manor Road Pavilion Maintenance	90.00	250.00		160.00	36%	
Manor Road Pavilion Running Costs	249.80	1,900.00		1,650.20	13%	
Mayoral Allowance	835.00	3,000.00		2,165.00	28%	
Memorial Benches (Rype)	6,527.70	500.00		(6,027.70)	1306%	
Memorial Renovation	1,709.97	5,820.00		4,110.03	29%	
Office Consumables	1,382.63	1,500.00		117.37	92%	
Office Equipment and Printing	419.46	3,100.00		2,680.54	14%	
Office IT	2,811.79	4,200.00		1,388.21	67%	
PA System Upgrade	-	800.00		800.00	0%	
Pride in Lydd	49.95	0.00		(49.95)	-100%	EMR balance \$46.55 virement to 22-23 Parish Enhancement Project mtg 01 Nov 21
Recreational Projects	-	20,000.00		20,000.00	0%	
Remembrance Sunday (S137)	270.00	250.00		(20.00)	108%	
Small Grants	-	6,000.00		6,000.00	0%	Funded from Municipal Charities Donation
Staff Costs	54,359.87	90,000.00		35,640.13	60%	
Staff Pensions	10,498.50	18,000.00		7,501.50	58%	
Subscriptions	2,016.00	2,000.00		(16.00)	101%	
Stair Lift & Defib. Maintenance	536.60	600.00		63.40	89%	
Stair Lift replacement	-	3,000.00		3,000.00	0%	
Staff and Councillors Training	790.00	1,000.00		210.00	79%	
Website	2,164.00	2,000.00		(164.00)	108%	
Contingency	-	1,500.00		1,500.00	0%	
VAT	6,019.71	0.00		(6,019.71)	0%	
COVID-19 Contingency Expenses	336.17	0.00	6,430.38	6,094.21	5%	From FHDC Business Services Grant EMR
Commemorative Events	-	1,000.00		1,000.00	0%	Virement to QPJ 2022 mtg 01 Nov 21
TOTAL PAYMENTS:	120,572.66	233,630.00	6,430.38	116,267.72	52%	

LYDD TOWN COUNCIL

RESERVES

Approved 01 NOVEMBER 2021

	A	B	C	D	E	F	G
1							
2		EARMARKED RESERVES				TOTAL EARMARKED RESERVE FOR 2022-23 BUDGET	
3			Year 2020-21 Balance £	Year 2021-22 Virements £	Year 2021-22 Balance £		Notes
3		Advertisements	0.00	1,200.00	1,200.00	1,200.00	
4		Army Adventure Day	1,593.77	0.00	4,393.77	4,393.77	
5		Band Concert	0.00		1,000.00	1,000.00	
6		Health, Safety and Wellbeing in the Parish	8,864.98		8,864.98	8,864.98	
7		COVID-19 FHDC Grant	6,297.87	0.00	336.17	5,961.79	Towards kitchen provision at Guild Hall
8		Lydd Parish enhancement project	0.00	846.55	846.55	7,846.55	£7k agreed + £846.55 from Pride in Lydd
9		Queen's Platinum Jubilee	0.00	1,000.00	1,000.00	10,000.00	9K from general reserves + £1k from commemorative events to include £2,600 for new beacon
10		Rype play project				40,000.00	Request of GP committee to be taken from general reserves for replacement play project
11		Tennis Court project				10,000.00	From general reserves if required to complete project
12		Contingency	1,500.00		3,000.00	3,000.00	
13		YEAR TOTALS	18,256.60	1,846.55	19,441.45	92,267.07	
14							
15							
16		CASH IN BANK RECONCILIATION	£				
17							
18							
19		Reserve account as at 15th October 2021	76,091.05				
20		Current account as at 15th October 2021	£209,041.04				
21							
22		TOTAL CASH	285,132.09				
23							
24		projected future payments to end of financial ye	123,533.65				
25							
26		CASH BALANCE	161,598.44				
27							
28							
29		Breakdown of Reserves					
30		Total of listed earmarked reserves	92,267.07				
31		General Reserves	69,331.37				
32		(General reserves approx 50% of precept)					
33		Total Reserves	161,598.44				

LYDD TOWN COUNCIL

BUDGET 2022-23

Approved 1 NOVEMBER 2021

	A	B	C	D	E	F	G	H
	Year 2020-21	Year 2021-22	Year 2021-22	Year 2021-22	Year 2022-23			
	Audited Actual	Agreed	To 25.10.21	Forecast to	Draft Budget			Notes
	EXC VAT	Budget	Actual Receipts	31.03.22				
	£	£	£	£	£			
1	RECEIPTS:							
2	Allocments Flora Rent (incl water)	3000	3000	2906.88	3000	3000		
3	Ambulance Service Rent	5200	5200	0	5200	5200		
4	Band Concert	0	0	0	0	0		
5	Bank Interest	19.79	30	4.53	20	20		
6	Donations from Lydd Municipal and other Charities	5000	5000	0	5000	5000		
7	Manor Road Pavilion Hire	0	0	0	0	400		
8	Masks and Essences	77.79	1573	0	1580	1580		
9	Sales	250	0	10	10	0		
10	FHDC Business Service Grant (COVID-19)	10000	0	0	0	0		Unspent money moved to earmarked reserves
11	Other Receipts	609.26	1	1377	1377	0		Forewarn rent and bench donation
12	PRECEPT	134500	125000	125000	125000	130000		PRECEPT REQUEST FOR 2022-23
13	TOTAL RECEIPTS	152958.84	140604	129900.39	141907	146100		Total receipts for 2022-23
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24	PAYMENTS:							
25	Adverts	0	1200	0	0	0		TO EMR
26	Allocments	8777.36	4900	444.98	3000	0		Expenditure to be taken from Meet and plot rental income
27	Army Adventure Day	0	2000	0	0	0		TO EMR
28	Audit	600	900	610	610	600		
29	Band Concert	0	1000	0	0	0		TO EMR
30	Bank Charges	293.47	400	162.62	300	300		
31	Benches	49.95	2000	90	2000	100		Clearing trees and brambles
32	Bin Emptying	660.12	670	0	670	665		
33	CCTV	135.04						TO EMR
34	Christmas Tree & Lighting	1832.98	1500	138.79	1500	1000		
35	Church Goods	0	150					
36	Club Expenses	66.86	750	373.38	1000	180		
37	Donations	1000	0	0	0	0		See Email grants
38	Election Costs	0	0	8095.19	8095.19	0		Viewpoint from EMR (5612.33) and gen. reserves (3252.86)
39	Electrical PEAT testing	0	150	0	150	150		
40	Friends of Lydd	0	500	0	500	500		
41	Ground Maintenance	8017.15	11500	3891.79	8000	8000		
42	Groundman Materials and Equipment	161.39	1000	341.07	800	400		
43	Gulchall Maintenance (Including Boiler test, service and repair Co	1395	1000	1746.85	1800	1800		(Boiler 22-23 1074.46)
44	Gulchall Refurbishment	0	0	0	16000	0		Car park
45	Gulchall Running Costs	5699.49	10000	4448.15	9000	9000		
46	Insurance	3968.30	4300	0	4000	4000		
47	Lade Bench Licences	25	25	25	25	25		
48	Legal & Professional Fees	1137	1000	238	500	500		
49	Lydd in Bloom	0	500	603.31	500	500		Trophy etc from EMR
50	Lydd in Lights	297.5	500	0	500	500		
51	Manor Road Pavilion Maintenance	0	250	90	200	750		
52	Manor Road Pavilion Running Costs	694.81	1900	237.42	500	500		
53	Mayoral Allowance	-30	3000	496	3000	3000		
54	Memorial Benches (Type)	0	500	8522.9	8522.9	0		
55	War Memorial Renovation	0	5050	1709.97	3000	0		
56	Office Consumables	943.45	1500	1044.68	2000	2000		
57	Office Equipment and Printing	589.75	3100	287.21	600	600		
58	Office IT	5140.97	4200	1848	3700	3700		08.09.21 agreed £7,000 for IT renewal from General Reserve
59	PA System Upgrade	0	800	0	800	0		
60	Parish of Lydd Enhancement Project	0	0	104.08	104.08	0		26.07.21 agreed £7,000 per 3 years from General Reserve 2022-23
61	Pride in Lydd	0	0	104.08	104.08	0		046.55 moved to Lydd Parish enhancement project
62	Queen's Platinum Jubilee	0	0	0	0	0		26.07.21 agreed £10,000 total - £1,000 to come from Community events 2021-22
63	Recreational Projects (Tennis courts)	0	2000	0	2000	0		
64	Remembrance Sunday 2137	120	250	150	250	250		
65	Small Grants awarded from Municipal Charities donation	5600	6000	0	6000	0		to be taken from Municipal Charities money
66	Staff salary total	69754.42	90000	41850.27	89000	90000		
67	Staff Pensions	12862.52	18000	8996	12000	13000		
68	Subscriptions	1551	2000	2018	2018	2100		
69	Shair Lift Maintenance & Delfs	487.3	600	370	500	500		
70	Shair Lift Replacement	0	3000	0	3000	0		
71	Staff and Councilors' Training	710	1000	659	1000	1000		
72	Website	0	2000	2164	2164	500		
73	Contingency	0	1500	0	0	0		TO EMR
74	Commemorative Events	0	1000	0	0	0		1000 to EMR (inherent to Queen's Plat Jub 22-23)
75	Boundary Signs	2430	0	0	0	0		
76	Covid-19 Related Expenditure (from FHDC Grant)	3702.13	0	336.17	336.17	0		remainder to be transferred to EMR
77								
78	TOTAL PAYMENTS	138961.21	212795	80961.69	212495.34	146100		Budget Range for 2022-23

LYDD TOWN COUNCIL

DECEMBER 2021

COMMUNICATIONS POLICY

Introduction

The purpose of this policy is to provide guidance on how to deal with communication and applies to Councillors and Officers of Lydd Town Council.

Protocol for verbal and written statements to the Media on behalf of the Council

The Town Clerk has responsibility for representing the corporate position of Lydd Town Council and has authority to communicate with the Media on behalf of Lydd Town Council. Councillors must not portray themselves to be acting on behalf of Lydd Town Council and should make it very clear that they are representing themselves as an individual and not refer to themselves as Councillor which may give the impression that they are communicating on behalf of Lydd Town Council.

Councillors are not permitted to represent the corporate position and views of the Council or to damage the reputation of Lydd Town Council or others involved with the Council (other Councillors and Officers).

Private verbal or written statements or interviews by Councillors

Councillors are not permitted to use the title of "Councillor" in their private capacity and should not communicate their personal views about the Council's business, decisions and actions.

Once a resolution has been reached at a Council meeting this is the decision of the body corporate.

Communicating in general

Councillors must ensure that any communication whether in person, by telephone, email or letter follows the principles set out in the Code of Conduct and in particular to show respect to others.

Use of Social Media

Councillors must not use the title of "Councillor" when using their personal social media platforms and must not give the impression that they are acting or speaking on behalf of Lydd Town Council on social media.

Summary

Lydd Town Council expects that all communications issued and received, and including the use of social media whether on personal or third party platforms will be considerate and respectful of others and *shall not contain any of the following*:

- Threatening or abusive language.
- Personal attacks on anyone including Councillors and members of staff.
- Personal information.
- Content that is libellous, harassing, bullying or defamatory
- Content that is sexually or racially offensive