

**MINUTES OF THE ANNUAL STATUTORY MEETING OF LYDD TOWN COUNCIL
held on Monday 16th May 2022 at 12 noon in the Chamber of the Guild Hall**

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

Angela Alexander Town Clerk
Diane Cavey Assistant Town Clerk

Revd. Chris Maclean led the Council in prayers.

**The meeting was opened by the Town Mayor, Cllr Martin Sweeney at 12 noon
Absent: Cllr Snell**

113. ELECTION OF TOWN MAYOR

The Town Clerk read the valid nomination received for Cllr Martin Sweeney proposed by Cllr Bob Jones and seconded by Cllr Paul Rye

The Mayor called for any other nominations.

Cllr Mrs Kim Gandy proposed Cllr R.S. Jones.

Cllr. R.S. Jones confirmed that he was not willing to accept the nomination and that he backed Cllr Sweeney for the role of Mayor.

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

Proposed by Cllr Bob Jones and seconded by Cllr Paul Rye

For: 12

Abstentions: 2 (Cllrs Allen and Laws)

Cllr. Sweeney took the Chair and thanked Councillors for their support, but saying he had reservations about carrying on in the role as it has been difficult through Covid. The Mayor said that this year he wished to see good debate and people working together and not against each other even if they do not like the outcome of the vote. He asked Councillors to help each other to become good councillors.

114. ELECTION OF DEPUTY MAYOR

The Town Clerk read the valid nomination received for Cllr Bob Jones proposed by Cllr Martin Sweeney and seconded by Cllr Mrs Rye.

The Mayor called for any other nominations.

Cllr Mrs Manahan nominated Cllr Mrs Duncan and this was seconded by Cllr Mrs McKenna.

Cllr Mrs Manahan spoke in support of Cllr Mrs Duncan saying that being a new councillor she would bring a new view to the Council.

Cllr Martin Sweeney spoke in support of Cllr Bob Jones saying he has a lot of experience and has given a lot of support to him.

The vote was taken by paper ballot.

The Mayor announced the result of the vote which was 9 votes for Cllr Bob Jones and 5 votes for Cllr Mrs Duncan

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

Proposed by Cllr Sweeney and seconded by Cllr Mrs Rye

- 115. APPOINTMENT OF TOWN MAYOR'S CHAPLAIN**
The Town Mayor announced his choice for Mayor's Chaplain for the 2022-23 municipal year as Rev. Chris Maclean. Rev Maclean said that he would be delighted and honoured to fulfil the post and serve for another year.
Received and noted
- 116. MAYORAL SCHEME**
The Mayor advised that he wishes to continue to opt into the Mayoral Scheme
Received and noted
- 117. MINUTES**
RESOLVED: The minutes of the meeting held on Monday 7th March 2022 were approved and signed by the Chairman as a true record.
Proposed by Cllr Bob Jones and seconded by Cllr Chapman
For: 13
Abstention: 1 (Cllr Laws)
- 118. REGISTER OF ATTENDANCE (Appendix A page 124)**
The register of attendance for 2021-22 was received and noted with an amendment to the number of attendances at meetings of Cllr Hills.
- 119. ASSET REGISTER (Appendix B Page 125 to 128)**
The updated asset register as at 31st March 2022 had been previously circulated in paper form to Councillors for consideration.
RESOLVED: To adopt the Asset Register 31st March 2022
- 120. ANNUAL INTERNAL AUDIT REPORT 2021/22 (Appendix C page 129 to 131)**
The completed Annual Internal Audit Report section of the Annual Governance and Accountability Return 2021/22 had been previously circulated to Councillors which had been completed and signed by the Independent Internal Auditor along with the Interim and Final Reports. The Town Clerk explained the purpose of the documentation and asked Councillors to consider the reports and raise any questions and that Councillors had reviewed and adopted the Internal Audit Plan at the Council meeting held on 7th March 2022
RESOLVED: Following consideration by Councillors it was agreed to accept the Annual Internal Audit report for the financial year 1st April 2021 to 31st March 2022
Proposed by Cllr Bob Jones and seconded by Cllr Goddard
- 121. ANNUAL GOVERNANCE STATEMENT SECTION 1 (Appendix D page 132)**
The Annual governance statement on the Annual Return 2021-22 Section 1 had been previously circulated to Councillors for them to consider if they are in agreement that they have a sound system of internal control in place as set out in Boxes 1 to 9 on the form. The Town Clerk explained that Councillors had reviewed and adopted the Statement of Internal Control held on 7th March 2022.
RESOLVED: Following consideration of Boxes 1 to 9 on Section 1 of the Annual Governance Statement 2021/22 Councillors authorised the completion of Boxes 1 to 9 and authorised the Chairman and Town Clerk to sign and date Section 1 of the Annual Governance Statement 2021-22
Proposed by Cllr Allen and seconded by Cllr Goddard
Unanimous

Cllr Allen left the Council Chamber at 12.30pm

122. ACCOUNTING STATEMENTS FOR 2021/22 SECTION 2 (Appendix E page 133)

- (a) The Accounting Statements for 2021-22 previously signed and dated by the Town Clerk/Responsible Officer had been circulated including the bank reconciliation and supporting bank statements. The Town Clerk explained the purpose of Boxes 1 to 11 and asked Councillors to consider the document and the figures in 31 March 2022 column being the financial year under consideration. The Town Clerk explained that Councillors had considered and adopted the Asset Register earlier in this meeting which relates to Box 9.

Cllr Allen returned to the Council Chamber at 12.35pm

- (b) ***RESOLVED: Following consideration it was agreed to approve the Accounting Statements 2021/22 (Section 2) and to authorise the Chairman to sign and date Section 2 of the Annual Return 2021-22 Proposed by Cllr Chapman and seconded by Cllr Paul Rye Unanimous***

123. NOTICE OF PUBLIC RIGHTS FOR THE YEAR ENDING 31ST MARCH 2022 (Appendix F page 134)

RESOLVED: To accept the Notice of public rights and publication of unaudited Annual Governance and Accountability Return which will be announced on 9th June 2022 and commence on 13th June 2022 until 22nd July 2022

124. APPOINTMENT TO COUNCIL COMMITTEES AND EXTERNAL BODIES

The Mayor presented the list of Council Committees and representatives to External organisations as follows:

Appointment to Standing Committees 2022-23**General Purposes Committee**

Cllr Mrs Duncan

Cllr Mrs Jones

Cllr Bob Jones

Cllr Mrs Manahan

Cllr Mrs McKenna

Cllr Mrs Rye

Cllr Paul Rye

Cllr Sweeney

(8 members)

Personnel Committee

Cllr Chapman

Cllr Goddard

Cllr Bob Jones

Cllr Paul Rye

Cllr Sweeney

(5 members)

Planning & Environment Committee

Cllr Allen

Cllr Mrs Beach

Cllr Chapman

Cllr Mrs Duncan

Cllr Mrs Jones

Cllr Laws

Cllr Mrs Manahan

Cllr Mrs Rye

(8 members)

122

Cllr Hills had advised that due to his roles as County and District Councillor he could not take on further commitments and Cllr Snell did not return completed forms for consideration

Appointment to External Bodies and Organisations 2022-23

Lydd Airport Consultative Committee

Cllr Bob Jones

Lydd Club Day Committee – 2 vacancies

Cllr Mrs Beach

Cllr Chapman

Cllr Mrs Manahan

Cllr Paul Rye

Lydd Twinning Committee – 1 vacancy

Cllr Allen

Cllr Mrs Beach

Cllr Bob Jones

Cllr Mrs Manahan

Dungeness Power Station SSG

Cllr Bob Jones

Cllr Laws

Cllr Mrs Jones (sub)

Lydd Community Hall Committee

Cllr Allen

Cllr Mrs Jones

Internal Drainage Board

Cllr Mrs Rye

Romney Marsh Forum

Cllr Goddard

Cllr Bob Jones

Banks Sports and Social Club

Cllr Mrs Beach

Cllr Mrs Duncan (sub)

Planning User Group

Cllr Paul Rye

Cllr Mrs Manahan

Kent Highways Lengthsmen

Cllr Mrs Jones

Cllr Mrs Manahan

KALC Area Committee

Cllr Mrs Duncan

Cllr Sweeney

RESOLVED: That the Councillors are appointed to Committees and External Bodies and Organisations as set out above.

Proposed by Cllr Mrs Duncan and seconded by Cllr Chapman

For: 11

Abstentions: 3 Cllrs Allen, Mrs Jones and Mrs Manahan

125. **DATES OF FORTHCOMING ORDINARY MEETINGS 2022-23, ANNUAL TOWN AND PARISH MEETING AND ANNUAL STATUTORY MEETING MAYOR MAKING 2023 (Appendix G page 135)**

Councillors received the list of meeting dates for the forthcoming year for consideration and adoption as drafted and agreed by the Personnel Committee January 2022.

RESOLVED: Following discussion and consideration Councillors agreed to adopt the timetable of meeting dates as circulated.

Proposed by Cllr Goddard and seconded by Cllr Bob Jones

For: 13

Abstention: 1 Cllr Mrs McKenna

126. **MAYORS LETTER TO ROYAL BRITISH LEGION (Appendix H page 136)**

Cllr Goddard declared an interest in this item being the local area Poppy Appeal Co-ordinator.

Cllr Mrs Duncan declared an interest in this item being involved with the Ex-Servicemen's Club.

The amended document to the Royal British Legion in respect of the Ex-Servicemen's Club receiving the funds from the sale of the Royal British Legion branch building in Park Street was circulated to Councillors.

The Mayor, Cllr Sweeney said that the Ex-Servicemen's Club, the Deputy Mayor, Cllr Bob Jones and himself had been involved with moving this matter forward and that a lot of hard work had been done to get to this position which included meeting with the RBL.

Cllr Laws said that he would guess that 50% of the people on the Council don't have any idea what this is about. He said the funds never belonged to the RBL and they tried to tie the Council up with conditions but it was a proposal that the Council would set up a group with the Ex-Servicemen's Club. Cllr Laws said the matter has gone on for years and the Charity Commission had not responded to Lydd Town Council's proposal.

The subject of who would be appointed as Trustees was discussed and the Mayor said that no names have been decided as yet but that there was unfounded gossip. It would include the Mayor and senior Councillors. Cllr Laws said that the Town Council should administer the money not the Ex-Servicemen's Club.

The Town Mayor said that this has been previously discussed and considered at a Town Council meeting and this approach was voted through at that meeting. Now the Council is considering an amendment to paperwork as more information has come forward that needed clarification.

RESOLVED: That the amendment to wording be accepted for clarification due to additional information and that Lydd Town Council support the transfer of the funds arising from the sale of the RBL property in Park Street Lydd to the Ex-Servicemen's Club to be used for the benefit of Ex-Servicemen.

Proposed by Cllr Chapman and seconded by Cllr Mrs Manahan

For: 9

Against: 3 Cllrs Laws, Mrs Jones and Allen

Abstentions: Cllrs Mrs Duncan and Mrs Rye

The meeting closed at 12.54 pm

Chairman _____

Date _____

COUNCILLORS ATTENDANCE AT MEETINGS
26TH APRIL 2021 TO 9TH MAY 2022

Councillors	Council		Planning		Personnel		General Purposes		Total Meetings Attended	
	P	A	P	A	P	A	P	A	P	A
Sweeney Martin	7	7	14	3	4	4	4	2	29	16
Allen Trevor	7	4	14	6	n/a		n/a		21	10
Beach Marie	7	2	n/a		n/a		n/a		7	2
Chapman Darren	7	5	14	5	4	4	n/a		25	14
Mrs Duncan Ann	7	4	14	7	4	4	4	2	29	17
Goddard Clive	7	7	n/a		4	4	n/a		11	11
Hall Samantha	7	1	n/a		n/a		n/a		7	1
Hills Anthony	7	6	n/a		n/a		n/a		7	6
Mrs Jones Jean	7	7	14	13	n/a		4	3	25	23
Jones Robert	7	7	14	14	n/a		4	4	25	25
Laws Leonard	7	4	n/a		n/a		n/a		7	4
Mansham Kerry	7	6	n/a		n/a		n/a		7	6
Mrs McKenna Deborah	7	7	n/a		n/a		4	3	11	10
Rye Mrs Kim	7	7	14	7	n/a		4	4	25	18
Rye Paul	7	7	14	8	4	4	4	3	29	22
Snell Graham	7	5	14	6	n/a		n/a		21	11
Mrs Wainwright Jade	7	3	n/a		n/a		4	2	11	5

LYDD TOWN COUNCIL

ASSET REGISTER



11 MARCH 2022

A	B	C	D	E	F	G	H	I	J
ASSET NO	DESCRIPTION	LOCATION	NOTE	VALUATION	VALUATION	INSURANCE	INSURANCE	INSURANCE	RESTATED
				Jul-89	Mar-15	Value	Value	Value	Value
						Sep-18	Aug-19	Aug-21	
3	Buildings								
4	LTC001	Guild Hall & Offices			905,803	724,423	746,155		511,563
5	LTC002	Manor Road Pavilion			280,540	134,521	128,256		112,537
6	LTC003	Garages			13,950	33,568	13,973		12,261
7	LTC004	The Banks Pavilion			131,050	131,315	135,295		118,678
8	LTC005	The Banks Container		1	1,956	5,650	5,619		1,956
9									
10						Total Regalia		80,374	72,989
11	LTC010	Mayor's Chain & Jewel of Office			20,000	50,000			
12		Gold shields for Mayor's Chain		16		480	480		480
13	LTC011	Silver Mace			10,000	20,000			
14		Mayors robes, shoes,sword,jabot,sleeves		8		4,209			209
15		Mayors Robes two hats				3,000			
16		Robes town sergeant two hats				1,500			
17		Robes town clerk, 1 wig		7		1,467			467
18		Escort, Deputy & Civic rear badges			1,050	3,508			
19		Town sergeant uniform, budges, jabot, robe		1,40		264			650
20		Civic umbrellas		22		58			96
21									
22		Trophies, goblets & bowls				Total Trophies	3,467	3,566	2,694
23	LTC031	Silver Rosebowl Gardening Trophy			1,250	1,250			
24	LTC028	William 111 Silver Cup			800	2,000			
25		Cinqe Ports bowl and 6 goblets			500				
26		Coalport goblet			75	1,000			
27									
28		Paintings, Artwork and other items				Total Art	77,528	79,865	70,000
29	LTC012	Painting of W.D. Walker			10,000	15,000			
30	LTC013	Boilffs of Lydd Irene Wellington			7,500	10,000			
31	LTC014	Painting Albert Cook			8,000	12,000			
32	LTC015	Painting of Alderman Paine			5,000	10,000			
33	LTC019	Frames Royal Arms Charles 11			2,500	2,500			
34	LTC020	Painting of Alderman Edwin Finn			2,500	5,000			
35	LTC022	Painting of Alderman Finn			2,000	5,000			
36	LTC023	Model of SS Dungeness							
37	LTC024	Coloured Estate Plan			1,500				
38	LTC025	Painting of Mrs Mitchell			1,250	3,000			
39	LTC026	Painting of Alderman Whiting				2,000			
40	LTC027	Charter - Charles Edward Bass			1,000	2,000			
41	LTC030	4 mayor,clerk freeman boards				3,000			
42	LTC032	Ordinance Survey Map - Lydd Borough							
43		2 oak circular seal plaques				1,200			
44		2 framed congratulation 50/50				1,500			
45		corp of Lydd Charters box				400			
46		8 bronze imperial measures				5,000			
47		beam scales and 7 weights				1,500			
48		17th Century oak coffer -WW1 Maxim gun		6	600	10,500	10,609	10,927	10,000
49		Long case clock		23					914
50									
51		Groundsman's Equipment							
52	LTC053	Massey Ferguson tractor		1					8,000
53		Ifor Williams trailer		3			959	968	870
54		Garden Machinery					2,882	2,968	2,607
55									
56		Guildhall Contents				53,005	60,209		51,675
57		Office equipment		4					44,531
58		computers, speech enhancement eqmt		5					2,967
59		Cloud Phones, office chair, radiators		21,18,17					904
60		Minute books 2007-2016		19					753
61		Stairlift		24					2,500
62		Storage room racking		25					665
63		15" Battery Powered Portable PA System		29					303
64		Cross-cut shredder		32					690
65		Security Key Cabinet		33					323
66		16 no iPad with 32gb Space Grey, emails		34					6,444
67		Furniture for Staff room, Sofa, 2 chairs and		35					649
68		2 no laptops, mobile phones		39					1,550
69		HP 840G2 Elite laptop		43					395
70		2 no 2'x6' W/W with access points		44					514
71		APC Smart UPS 1500VA		45					520
72		2 no HP 9010E inkjet printers		48					298
73		Outdoor Property							
74	LTC018	Street furniture/signs/noticeboards		9		45,833	44,211	45,810	45,833
75		War Memorial in Memorial Gardens					11,833	12,168	10,694
76		Beacon					2,206	2,272	2,000
77		Playground equipment and surfacing		13,42			87,871	90,508	81,317
78		HMQ90 Bench		14			1,907	1,964	1,851
79		Festive Lights		15			1,835	1,888	1,790

LYDD TOWN COUNCIL

Notes to Asset Register

31 MARCH 2022

Note	Description	Acquisition date	Cost
1	Shed removed and container installed		
2	Insured on separate commercial vehicle insurance		
3	New trailer	May-13	
4	Includes new computer system	Feb-13	
5	Includes speech enhancement equipment	Apr-15	2,987
6	Valuation of WWI German Maxim Gun	May-15	10,000
7	New Clerk's wig	Sep-15	467
3	Town Sergeant's uniform, badges, Mayor's jabot and sleeves	Aug-15	473
9	2 new benches Dennes Lane	Apr-13	1,200
	New Noticeboard adj Church	May-13	1,900
	New Memorial Bench for Cllr. Marie Masters	Oct-15	1,500
	New signs for Memorial Gardens	Oct-15	420
	New Noticeboard at "Seagulls"	Feb-16	774
	New Bus Shelter High Street	Mar-16	3,577
10	New goal posts	May-13	845
	New mobile goal posts	Nov-15	665
11	Land not insured, Public Liability cover only		
12	Canon iR Avance C2225i rental agreement Kent County Supplies (Annodata)		
	purchase price of machine	Mar-14	2,115
	Rented printer value removed	Mar-15	-2,115
13	New under 5s play equipment	Nov-16	19,457
14	HMQ90 Bench on Rype around Holm Oak	Oct-16	1,851
15	Festive Lights on Street Lights	Dec-16	1,780
16	New gold shield for Mayoral Chain	Aug-16	480
17	New portable heaters	Dec-06	275
18	New office chair	Feb-17	117
19	Minute books 2007-2016	Mar-17	753
20	Defibrillators	Dec-17	2,290
21	Cloud Phone System	Oct-16	512
22	Civic umbrellas	Jul-17	56
23	Long case clock in parlour renovation (from Pavilion)	Aug-16	914
24	Stairlift	Jun-05	2,500
25	Storage room racking	Feb-18	665
26	Additional goal post sockets for Rype	Dec-17	157
27	CCTV equipment	Jul-13	3,864
28	Wrought Iron gate for Pavilion	Oct-17	400
29	15" Battery Powered Portable PA System	Oct-18	303
30	2 Borough of Lydd, large signs refurbished	Nov-18	1,083
31	9 aside goals, steel locking sockets, football clips, Bootwiper & Scraper	Apr-18	1,062
32	Cross-cut shredder	May-18	690
33	Security Key Cabinet	Mar-19	323
34	16 no iPad wifi 32gb Space Grey, emails	Nov-18	6,444
35	Furniture for Staff room, Sofa, 2 chairs and 3 tables	Nov-18	649
36	Gooseneck basketball hoop, post, board, net	Feb-20	1,260
37	2 x Southampton benches	Jan-20	900
38	Rope lights for local businesses, Guildhall and Church tree	Dec-19	952
39	Laptops and mobile phones for TC and TCA for working at home use (COVID-19)	Mar-20	1,550
40	Town sergeant's robes	Nov-19	386
41	Printers for TC and TCA for working at home u REMOVED	Jul-20	194
42	Shackles and fittings for swing	Sep-20	356
43	Laptop for Mayor/Chairman	Jul-21	395
44	New wifi access points	14/07/2021	514
45	UPS for IT system	14/07/2021	520
46	Replacement chains and fittings for basket swing	26/05/2021	562
47	Memorial benches (2)	12/05/2021	4,872
48	Printers for TC and TCA for working at home use (COVID-19)	13/01/2022	298

LYDD TOWN COUNCIL

ASSETS REMOVED

31 MARCH 2022

Note	Description	Acquisition date	Cost	Date removed
41	Printers for TC and TCA for working at home use (COVID-19)	Jul-20	194.00	13.01.22

**LYDD TOWN COUNCIL
INTERNAL AUDIT REPORT 2021-22**

I am pleased to report to Members of the Town Council that I have carried out the end of year internal audit of the Town Council's records for 2021-22 and have been able to complete the Annual Internal Audit Report for the 2021-22 Annual Governance and Accountability Return

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

Members will be pleased to know that I did not find anything major in the audit to report and that I found the record keeping is of a good standard and the Town Council's approach to the management of risks to be sound.

I would like to take this opportunity to thank your officers for the assistance given to me in the conduct of the audit that took place on 4 May 2022.

PREVIOUS AUDITS:

External Audit Certificate 2020-21:

Covered in my interim report.

Internal Audit:

My interim visit took place on 21 March 2022, it is too early to follow up on issues raised.

NOTES FROM THIS VISIT:

During the visit I tested the accounting records including the cashbook, payroll, VAT records, bank statements and bank reconciliations all into the final accounts workings and statement.

I found the financial records to be accurate and up to date. I agreed a minor change to the cashbook with the RFO.

The accounts are consistent with the Council's activity as evidenced in its minutes, receipts and payments.

I have nothing further to report.

**Lionel Robbins
Independent Internal Auditor
16 May 2022**

**LYDD TOWN COUNCIL
INTERIM INTERNAL AUDIT REPORT 2021-22**

I am pleased to report to Members of the Town Council that I have carried out an interim internal audit of the Parish Council's records for 2021-22.

Members should be aware that the audit tests that I undertook during the interim audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

Members will be pleased to know that I did not find anything major in the audit to report and that I found the record keeping to be of a good standard and the Town Council's approach to the management of risks to be sound.

I would like to take this opportunity to thank your officers for the assistance given to me in the conduct of the audit that took place on 21 March 2022.

External Audit 2020-21

The External Audit certificate for 2020-21 was given without comment or qualification. It was reported to and considered by the Council on 6 September 2021.

Internal Audit 2020-21:

I have noted that there have been no further examples of the problems raised in my reports for 2019-20 and 2020-21. I have also noted the establishment of the General Purposes Committee.

NOTES FROM THIS VISIT:

During the visit I tested the accounting records including the cashbook, payments and receipts files. I also reviewed payments to staff and claims for reimbursement of VAT. I have reviewed the minutes for consistency between them and the accounts and for matters the Council must do.

I found all the financial records to be accurate and up to date.

I observed from the Asset Register that the last valuations for a majority of the assets were several years ago. The value for the civic regalia is stated as £73k for the whole. I suspect that this is a serious undervaluation. The Mayor's chain has a double row of links and I am aware of a similar chain with a single row of links valued at £100k. Any undervaluation affects insurance cover so it seems likely that the Council is bearing most of the risk in respect of the Mayor's chain while being under the impression that the chain is fully insured. I recommend that the regalia is valued as soon as is practicable.

Similar considerations will apply to the Council's property assets except land.

I have nothing further to report.

Lionel Robbins
Independent Internal Auditor
23 March 2022

Annual Internal Audit Report 2021/22

LYDD TOWN COUNCIL
www.lyddtown.council.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken
21/03/2022 04/05/2022



Name of person who carried out the internal audit
LIONEL ROBBINS

Signature of person who carried out the internal audit

Date 04/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

and recorded as minute reference:

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

Chairman

Clerk

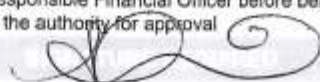
Section 2 – Accounting Statements 2021/22 for

LYDD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	216,062	236,430	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	134,500	125,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	30,329	23,275	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	82,617	82,649	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	61,844	88,415	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	236,430	213,640	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	236,430	213,640	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,228,305	1,235,271	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

11/05/22

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

DATE

as recorded in minute reference:

MINUTE REFERENCE

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

Smaller authority name: LYDD TOWN COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>9th June 2022</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Angela Alexander, Town Clerk,</u> Lydd Town Council, Guild Hall, 13 High Street, Lydd, TN29 9AF 01797 320999 townclerk@lyddtowncouncil.gov.uk</p> <p>commencing on (c) <u>Monday 13 June 2022</u></p> <p>and ending on (d) <u>Friday 22 July 2022</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) <u>Angela Alexander, Town Clerk</u> Lydd Town Council</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

timetable of Meetings 2022 -23**Meetings are held on Monday**

Month	Council	Planning	General Purposes	Personnel	Annual Town Meeting
Clerk	Town Clerk	Planning Clerk	Town Clerk	Town Clerk	Town Clerk
2022					
May	16 th Council AGM/Mayor Making 12 noon	9 th 6pm	9 th 6.30 pm		
June		6 th 6 pm		6 th 6.30pm	
July	4 th Council 7pm	4 th 6pm			
August	<i>No meetings</i>	<i>No meetings*</i>	<i>No meetings</i>	<i>No meetings</i>	
September	5 th Council 7pm	5 th 6 pm	19 th 6.30pm		
October		3 rd 6 pm		3 rd 6.30pm	
November	7 th Council Budget setting 7pm	7 th 6 pm			
December		5 th 6pm	5 th 6.30pm		
2023					
January	9 th Council, Precept & Allotments 7pm	9 th 6 pm		30 th 6.30pm	
February		6 th 6pm	6 th 6.30 pm		
March	6 th Council 7pm	6 th 6 pm			
April		3 rd 6pm	3 rd 6.30pm		24 th Annual Town Meeting 7pm
May	22 nd Council AGM/Mayor Making 12 noon	8 th 6pm		8 th 6.30pm	



From The Town Mayor of Lydd

Guild Hall,
Lydd,
Romney Marsh,
Kent
TN29 9AF

16th May 2022

Dear Sir or Madam,

I am writing on behalf of Lydd Town Council in relation to the Lydd Branch Property Trust, a charitable trust 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-Servicemen's Club, a charity with registered charity number 1185752 and Lydd Ex-Servicemen's 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-Servicemen's 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

Town Mayor of Lydd
Councillor Martin Sweeney