

**MINUTES OF A MEETING OF LYDD TOWN COUNCIL GENERAL PURPOSES COMMITTEE
held in the Council Chamber at the Guild Hall on Monday 9th May 2022 at 6.30 pm**

Present: Councillors R.S Jones (Chairman), Mrs Ann Duncan, Mrs Jean Jones, Mrs D. McKenna, Mrs Kim Rye, Paul Rye

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

In attendance Cllrs Martin Sweeney and Darren Chapman

The meeting was opened at 6.35pm

104. APOLOGIES FOR ABSENCE

None

105. MINUTES

RESOLVED: The Minutes of the meeting of the General Purposes Committee held on Monday 4th April 2022 were approved and signed as a true record.

Cllr Mrs Duncan said that the purchase of the commemorative Platinum Jubilee mugs for the school children had not been voted on. Cllr Mrs Jones said that these had been discussed at the meetings on more than one occasion and it was included in the minutes. Cllr Mrs McKenna said that she agreed with Cllr Mrs Duncan and this is not something she would have voted for and said that her grandchildren went to a school outside Lydd and asked how they would get their mugs.

Cllrs Mrs Duncan and Mrs McKenna asked for their comments on the Minutes to be noted.

Proposed by Cllr Mrs Duncan and seconded by Cllr Paul Rye

For: 4

Abstentions: 2 Cllrs Mrs Jean Jones and Mrs D McKenna (both not in attendance at the last meeting)

106. DECLARATIONS OF INTEREST

There were none

107. QUEEN'S PLATINUM JUBILEE (Appendix A page 112 to 117)

a) The Risk Assessment and Insurance documents from the Jubilee event organisers for the event on the Rype had previously been circulated to Councillors for consideration.

RESOLVED: To approve and accept the Risk Assessment and Insurance documents for the Jubilee event to be held on the Rype

Proposed by Cllr Paul Rye and seconded by Cllr Mrs Duncan

Unanimous

b) The Town Clerk advised that the arrangements for the 2nd June had been discussed with a representative from the Banks Sports and Social Club. The Pavilion would be open from midday so that the bunting and flag could be put up in readiness for the evening event. Cllr Bob Jones to liaise with June Beaumont on access. The bar at the BSSC will be open on 2nd June from 7pm until 11pm so that drinks can be purchased. The Town Council will provide a finger buffet at 8pm and a celebration cake to be cut after the beacon lighting ceremony. The Choir representatives will meet with Cllr Jones regarding their setting up. The Town Clerk to prepare a press release and posters.

RESOLVED: All above arrangements received and agreed.

c) Updated spreadsheet of expenditure

The spreadsheet containing the expenditure from the £10,000 allocated to spend on the Platinum Jubilee had been previously circulated to Councillors for information.

EXPENDITURE TO DATE QUEENS PLATINUM JUBILEE				OPENING	BUDGET £10,000			
ITEM		AMOUNT		BALANCE				
Opening balance				£ 10,000.00				
Beacon		£ 3,200.00		£ 6,800.00				
Removal of beacon		£ 250.00		£ 6,550.00				
East Kent Pipers		£ 250.00		£ 6,300.00				
Holm Oak tree		£ 500.00		£ 5,800.00	Approx order not placed yet			
Celebration cake for LTC beacon lighting		£ 230.00		£ 5,570.00				
Plaque for tree		£ 154.99		£ 5,415.01				
Bunting and flag		£ 405.98		£ 5,009.03				
carriage for plaque bunting and flag from RBL		£ 13.03		£ 4,996.00				
Donation to Town Jubilee event		£ 1,000.00		£ 3,996.00				
Donation to Coast Jubilee event		£ 728.80		£ 3,267.20				
Refreshments for beacon lighting LTC event		£ 650.00		£ 2,617.20	For 75 people			
Commemorative mugs for all school children		£ 2,077.00		£ 540.20	290 at Lydd	326 at Greatstone		
Donation to choir		£ 100.00		£ 440.20				
Bunting for local shops, pubs, museum etc		£ 779.98		-£ 339.78	deficit			

108. REQUEST FOR USE OF THE RYPE (Appendix B page 118)

The Town Clerk advised that a request had been received from Folkestone and Hythe Early Help to deliver activities for young people on The Rype on Thursdays between 17.00 and 19.00. They would bring a detached van with a range of activities and sports equipment as set out in the proposal circulated.

RESOLVED: That the Committee support the proposal and permission be granted for use of the Rype on Thursdays between 17.00 and 19.00 for Folkestone and Hythe Early Help to deliver services to young people.

**Proposed by Cllr Mrs Rye and seconded by Cllr Mrs Jones
Unanimous**

109. CORRESPONDENCE

a) Pebbles Dementia Café

The Town Clerk showed the poster advertising the event at the Pebbles Dementia Café celebrating the Platinum Jubilee and read the email thanking the Council as follows:

Dear Angela

Thank you for the lovely news of being successful with our funding application, for the support of our Pebbles Platinum Jubilee event. It will be very appreciated by our Clients and Volunteers, enhancing the pleasure of a very special occasion to celebrate. Do please express our thanks to Council for their continued support of Pebbles and our efforts in the Community, for those living with Dementia.

Thanks, my regards

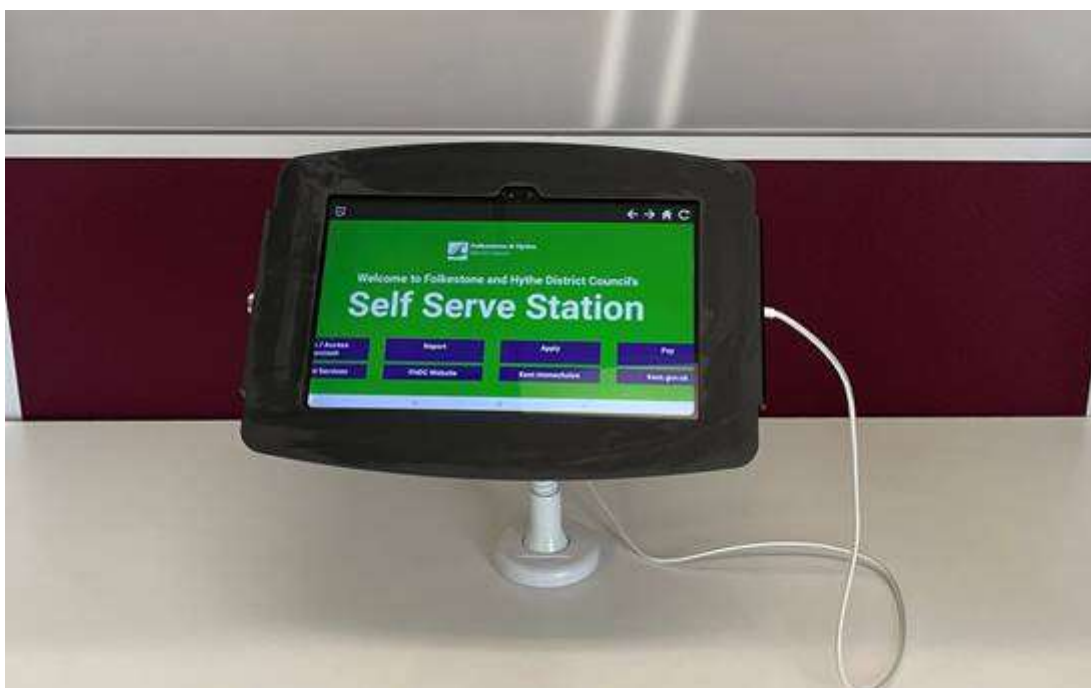
Rochelle

Pebbles DC Treasurer

b) Customer self -service station

The Town Clerk advised that she had been contacted by the ICT and Infrastructure Senior Specialist from Folkestone and Hythe District Council making initial enquiries in relation to potentially implementing some customer self service facilities. This is following on from a successful deployment of self-service tablets in the Civic Centre reception which has empowered more customers to transact on line via the council's website. These are generally customers who in the past would have repeatedly come into the Civic Centre but who were

not aware they were able to carry out a range of transactions over the internet. Once they have seen they can do it once using these tablets FHDC believe they are more likely to transact in future using a smartphone or tablet without the need to travel across the district. It has been suggested by some of FHDC members that this is something they could look at offering in other locations across the district and that Town and Parish Councils who have their own premises which are open to the public could possibly be suitable. The tablets look like the picture below and fit on a single desk, although some provision for privacy (space or screening) is required.



At the moment they are just trying to gauge whether this is something that could potentially be explored further. There would have to be discussions about such things as equipment and furniture, customer signposting and instructions and support.

RESOLVED: To support this idea in principle.

Proposed by Cllr Mrs Duncan and seconded by Cllr Mrs Jones

Unanimous

c) Lydd Club Day

The Town Clerk read a request from Lydd Club Day Committee received on 9th May as follows:

Dear Angela and Lydd Town Council,

I write to you to request permission for use of the Rype from Wednesday 15th June 2022 until Sunday 19th June 2022 for Lydd Club Day – including Pirate Friday.

I apologise for the late notice, however if you need any more information, then please let me know and I will get you the required details as soon as possible.

Thanks Jess Lydd Club Day Committee

Cllr Mrs Duncan declared an interest in this agenda item.

RESOLVED: That permission be granted for use of the Rype from Wednesday 15th June 2022 until Sunday 19th June 2022 for Lydd Club Day and Pirate Friday subject to the insurance, risk assessment and road closure notices being provided.

Proposed by Cllr Mrs Jones and seconded by Cllr Mrs McKenna

Unanimous

110. PRESS AND PUBLIC EXCLUDED

RESOLVED: to exclude the public and press as items for discussion are either confidential or exempt due to commercial sensitivity as defined in Schedule 12 of the Local Gov Act 1972.

111. PROJECT TENDERS

The Town Clerk advised that both the Tennis Court and Rype play area project had been posted on the government contract finder website on 7th April and the deadline for companies to submit tenders June. So far 1 company had visited site and 2 others had expressed an interest in the tennis court project and 3 companies in the play area project. Once the tenders are received, they will be scored and an informal virtual meeting will be held with a question-and-answer session for councillors following examining the scoring of the quotes. This will be followed by an agenda item for full Council in press and public excluded for a decision to be reached by councillors.

Cllr Mrs Duncan asked if the decision could be made at the virtual meeting and the Town Clerk explained that it is no longer legal to do so as this right was removed by the government on May 6th 2021. The Town Clerk advised that further information may be available at the Council meeting and that Councillors should come with an open mind and not predetermined.

112. BANKS SPORTS AND SOCIAL CLUB REPAIRS AND RENEWALS

Repairs are needed to the floor of the Banks Pavilion and 2 exterior fire doors require replacement. The Assistant Town Clerk had obtained the quotations for materials for the work to be carried out and reported to the Committee. It was noted that the fire doors are bespoke sizes and that the costings are for materials only and that the fitting is to be carried out in house.

RESOLVED: To accept the quotations from Youngs for the supply of 2 sets of double fire doors with push bar for the sum of £3,630 + VAT and for treated sawn carcassing 22 x 100mm of 19.2 metres for the sum of £29.22 + VAT

**Proposed by Cllr Mrs Jones and seconded by Cllr Paul Rye
Unanimous**

The meeting closed at 7.14pm

Chairman _____

Date _____

Risk Assessment

Lydd Town Jubilee

Celebration

This Risk Assessment looks at and assesses the risks and hazards associated with the celebrations on the Rype Lydd 3rd of June 2022 from 13:30 to 22:00, looking at the Hazard, the Risk, who may be harmed and the mitigation measures to reduce the risk to as low as reasonably practical.

The Assessment will only include the hazards created to the public, and the volunteer stewards helping on the day, any professional bodies involved in the day will have their own Risk Assessments, for their task/activity (i.e., the bar staff in the beer tent) However, it is understood there remains a duty of care for their safety and wellbeing. All stewards and volunteers will be briefed on the Risk Assessment and sign on to it.

HAZARD	HAZARD EFFECT	SEVERITY		RISK	MINIMISE RISK BY	RESIDUAL RISK
		HE	PROB			
Extreme Weather conditions, (Wind, Rain, Hail, lightning strikes)	Skeletal Muscle injury Broken Bones Cuts abrasions	H	L	M	<ul style="list-style-type: none"> The event will be cancelled if the 24-weather forecast predicts winds above 25 mph Should the weather deteriorate during the event due to high winds or dangerous hail the event will be stopped, short term shelter will be available in the marque or the sports pavilion on manner road (The nominated responsible person will make the decision) 	L
Fire	Death Smoke inhalation Burns	H	L	M	<ul style="list-style-type: none"> No cooking, open fires or barbeques will be permitted All electrical equipment to be in date for a Portable Appliance Test (PAT) All extension leads to have RCD devices fitted 3 X 2 kg Co2 Fire extinguishers to be available The Marque will have a Fire risk assessment provided by the supplier 	L
Slips trips and falls	Skeletal Muscle injury Broken Bones Cuts abrasions	M	L	M	<ul style="list-style-type: none"> All tripping hazards on the Rype will be barred off and warning signage displayed There will be no access to any above ground structure for the public i.e., stages, lorries Any cables from the sports pavilion to the Rype will be covered with road ramps and signed appropriately The areas directly in front of the stages will be barred off 2m from the base of the stage 	L
First Aid incident	Heart Attack Fainting etc	H	M	H	<ul style="list-style-type: none"> A trained first aider will be in attendance at all times All stewards will have radios and maintain contact A nominated person will call for an ambulance if required and inform all stewards once this has been done A designated first aid area will be set up and available throughout the event in the marque should it be needed 	L

HAZARD	HAZARD EFFECT	SEVERITY		RISK	MINIMISE RISK BY	RESIDUAL RISK
		HE	PROB			
Noise	Long term hearing damage Social nuisance to local residents	M	M	M	<ul style="list-style-type: none"> The stages will face away from Manor Road Noise surveys will be carried out No music will be played after 22:00 Should a valid complaint be received, the music will be stopped/Paused 	L
Civil Unrest/ Violence	Skeletal Muscle Injury Broken Bones Cuts abrasions	M	M	M	<ul style="list-style-type: none"> Liaise with local police prior to event Bar to shut at 21:00 All stewards to be in radio contact All stewards to be briefed to contact the police at the first sign of aggression The event will be stopped and cancelled should it become unmanageable 	L
Lost Child	Parent/ Guardian Anguish	M	M	M	<ul style="list-style-type: none"> No PA announcements to be made with details of child Child to be taken to the Event control area inside the marquee No child to be left with lone steward, at least two stewards to be with the child at all times 	L

HAZARD	HAZARD EFFECT	SEVERITY		RISK	MINIMISE RISK BY	Residual
		HE	PROB			Risk
Vehicle Movements	Death skeletal muscle injury Broken Bones Cuts abrasions	H	L	M	<ul style="list-style-type: none"> No vehicles will be permitted within the area during the event All vehicles involved in the event, will be in position by 13:00 and remain in position until 22:00 Should an emergency vehicle require access the event stewards will ensure a safe access and egress 	L
Lighting	Increased risk of slips trips and falls	M	L	M	<ul style="list-style-type: none"> The natural daylight should be sufficient for the duration of the event Should the light fade to such a level where a hazard is created the event will be halted 	

Hazard / Effect Rating	Rating	Probability Rating	Rating
H	Fatality/Major injury, significant health or environmental damage	H	Common/Regular Occurrence Likely to Occur
M	Absence from work/significant pollution	M	Occasional Occurrence
L	First Aid/No lost time, no significant pollution	L	Unlikely Occurrence

Risk Assessments prepared by:	Date:
Steve James Dip NEBOSH, Grad IOSH	25/04/22
Review Date:	Ongoing during the day

Residual Risk Rating	Rating
H	Discontinue work, review operations
M	Work may continue under immediate supervision - further controls to be considered
L	Tolerable Risk

		PROBABILITY		
		L	M	H
Level of Control L M H	L	L	M	H
	M	L	M	H
	H	L	M	H

I have read and understand the Risk Assessment			
<u>Event Supervisor</u>		<u>Site Address:</u>	Lydd Rype
	<u>Name</u>	<u>Signature</u>	<u>Date</u>
<u>1</u>			
<u>2</u>			
<u>3</u>			
<u>4</u>			
<u>5</u>			
<u>6</u>			
<u>7</u>			
<u>8</u>			
<u>9</u>			
<u>10</u>			
<u>11</u>			
<u>12</u>			
<u>13</u>			
<u>14</u>			
<u>15</u>			
<u>16</u>			
<u>17</u>			
<u>18</u>			
<u>19</u>			
<u>20</u>			



Service Proposal		
Date Created	06/05/2022	
Review Date	24/06/2022	
Session Name		
Rural Outreach Project - Lydd		
Justification – what is the need? (including local/national needs/priorities that will be addressed)		
<p>We have been asked by County Councillors to provide rural outreach sessions within the district.</p> <p>We are a town-based provision meaning that areas as far out as Lydd are not receiving support from our service. We would like to change this.</p> <p>Staff have discussed provisions currently available with young people in Lydd. They have said there is not much opportunity for them at present.</p>		
Description of the session and how it will be delivered.		
<p>The project would be initially looking to engage with local young people and capture in their own voices what they would like to see from a youth service.</p> <p>This would involve us bringing van to the Rype every Thursday between 5-7pm. There will be two members of KCC staff in attendance (identifiable by lanyards and ID cards). On the van we will provide hot drinks, sports equipment, music equipment and art supplies. Our activities will be looking to engage young people to build relationships and help them to become familiar with our service.</p> <p>We have met with staff from Lydd Youth Set and will be working in partnership with them to deliver a more permanent service in the area.</p> <p>Workers will be exploring community safety, healthy relationships, education and careers advice with the young people. If any other issues arise with young people staff will respond in a timely manner to support them.</p>		
What Outcomes will be achieved to participants of the service? (see outcomes table)		
<p>For the young people of Lydd to have access to services that they may otherwise struggle to access due to travel and availability.</p> <p>Young people to be participating and having an active role in the shaping of the service in the area.</p>		
Partnership – Which partner agencies are involved and how?		
<p>Lydd Youth Set Lydd Town Council Kent County Council Folkestone & Hythe District Council</p>		
Evaluation Process		
Methods of Evaluation – measure of success, how outcomes will be evidenced	Short Term:	Plans to be reviewed at 6 weeks.
How frequently will evaluation take place	Each session will be evaluated weekly and this will feed into any new plans. Staff will record attendees on KCC systems with appropriate consent.	