

## MINUTES OF A MEETING OF LYDD TOWN COUNCIL

Held on Monday 4<sup>th</sup> July 2022 at 7pm in the Guild Hall Chamber

Present: Town Mayor, Cllr Martin Sweeney, Deputy Mayor R.S. Jones, Councillors Trevor Allen, Mrs Maria Beach, Mrs Ann Duncan, Clive Goddard, Tony Hills, Mrs Jean Jones, Len Laws, Mrs Kerry Manahan, Mrs Kim Rye, Graham Snell.

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

Rev. Chris Maclean led the Council in prayer.

### 157. APOLOGIES FOR ABSENCE

Cllrs. Darren Chapman (work commitments), Paul Rye (unwell), Mrs McKenna (holiday)

### 158. MINUTES

- a) **RESOLVED: The minutes of the Statutory Annual Council meeting held on 16<sup>th</sup> May 2022 were approved and signed as a true record.**  
*Proposed by Cllr R.S. Jones and seconded by Cllr Mrs Duncan*  
*For: 10*  
*Abstentions: 2 (Cllrs Allen and Snell)*
- b) **RESOLVED: To receive the already approved minutes of the Planning Committee meetings held on 7<sup>th</sup> February 2022, 7<sup>th</sup> March 2022 and 4<sup>th</sup> April 2022**
- c) **RESOLVED: To receive the already approved minutes of the General Purposes Committee meeting held on 4<sup>th</sup> April 2022**
- d) **RESOLVED: To receive the already approved minutes of the Personnel Committee meeting held on 17<sup>th</sup> January 2022 and 4<sup>th</sup> April 2022**

### 159. DECLARATIONS OF INTEREST

Cllr. Clive Goddard declared an interest in the agenda item regarding the Folkestone and Hythe Green and Blue Infrastructure Strategy and also the question from a member of the public Mr. Martin Hooper about recognition for the organisers of the community event held on the Rype to celebrate the Queen's Platinum Jubilee saying that his son's business Goddard's Home Improvements Ltd was a major sponsor of the event.

Cllr. Tony Hills declared an interest in all matters relating to Kent County Council and Folkestone and Hythe District Council.

### 160. QUESTIONS FROM THE PUBLIC

*The meeting was adjourned for submitted questions from the public as follows:*

1. Kerry Couldridge

Q - I would like to know how the total costs of Lydd in Bloom £603.31 was costed and whether the Mayor feels this is value for money for the tax payer?

*The Town Mayor, Cllr Martin Sweeney, explained that the budget for community events such as Lydd in Bloom and Lydd in Lights which have been run by the Council for many years is allocated as part of budget setting annually by full council and agreed by vote of Councillors.*

*The money is used to purchase prizes which are awarded to the winners in each category and presented at a special ceremony in the Guild Hall.*

2. Mr Martin Hooper

Q 1 – I would like to know how the allocated budget for the Queens Jubilee was spent by LTC

*The Town Mayor handed Mr Hooper the spreadsheet with the summary costs for the Queens Platinum Jubilee 2022 itemised. (Appendix*

Q2 – Are LTC considering recognising the efforts put in by the younger generation of the parish of Lydd for organising of the Jubilee Party on the Rype

*The Town Mayor said that there was a £1,000 donation given to the organisers by the General Purposes Committee who held the budget for the Town Council's Queens Platinum Jubilee event. He said that the Town Council does have a community award scheme and gave an example that Cllr Goddard had nominated the award given to the Romney Marsh Litter Picking Watch and that the Mayor was able to put forward to Council to consider a community award to be given to the organisers of the Jubilee Party on the Rype.*

Q3 – What is the latest update from Folkestone and Hythe District Council on the removal of the illegal storage of caravans as you enter Lydd?

*Cllr Goddard said that the Town Clerk had sent this question to him this morning and he had contacted Ewan Green who is the Director of Place for Folkestone and Hythe District Council who would respond to Cllr Goddard directly with his reply. Cllr Goddard said that he had already spoken to Mr Hooper by telephone today to update him on this action and that he would liaise directly with Mr Hooper on this matter in his role as Folkestone and Hythe District Councillor.*

Cllr Laws said at this point that he had contacted a FHDC Planning Officer several times about the enforcement on his neighbouring property and that the Leader of FHDC had pledged that the matter would be dealt with.

Cllr Snell supported Cllr Laws on his comments.

To note that the Council was not in session at this time being adjourned for questions from the public.

*The Town Mayor advised that this is a Folkestone and Hythe District Council Enforcement matter over which Lydd Town Council has no authority.*

Q4 – Is there an update on the planting of trees in the parish?

*The Town Mayor said that in October he will be planting a Platinum Jubilee tree.*

Mr Hooper said that he had heard from Cllr Mrs McKenna that 1,000 trees were to be planted by the Town Council.

*The Town Mayor said this was not correct and the only areas available to the Town Council to plant trees are at The Rype and The Banks.*

*Following public questions, the meeting was reconvened*

#### **161. COUNCILLORS REPORTS (Appendix A page 165)**

A written report from KCC Member for Romney Marsh, Cllr Tony Hills was circulated to Councillors with the agenda paperwork and is made available on the Lydd Town Council website. Cllr. Hills said that if anyone has any questions or concerns the correct and quickest way to raise these is to email them to him directly to his KCC email address for a response.

#### **162. FINANCIAL MATTERS (Appendix B page 167 to 174)**

**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 Mrs Jones**

**For: 11**

**Abstention: 1 (Cllr Snell)**

**B. RESOLVED: To receive and note the bank reconciliation.**

**C. RESOLVED: To receive and note the budget monitor**

163. **POLICY AND PROTOCOL DOCUMENTS (Appendix C page 175 to 179)**  
**RESOLVED: The following new policy and protocol documents which had been previously considered by the Personnel Committee on 6<sup>th</sup> June 202 were adopted for use by Lydd Town Council.**  
 a) **POLICY ON USE OF CO2 MONITOR FOR COUNCIL MEETINGS**  
 b) **CIVIC PROTOCOL**  
**Proposed by Cllr R.S. Jones and seconded by Cllr Mrs Duncan**  
**For: 10**  
**Abstentions: 2 (Cllrs Snell and Mrs Rye)**
- Cllr Trevor Allen excused himself from the meeting at this point 19.24 and left the Council Chamber**
164. **BY ELECTION FOR ONE COUNCILLOR ON LYDD TOWN COUNCIL**  
 The Town Mayor advised that following the resignation of Mrs Jade Wainwright a casual vacancy had arisen for a Councillor on Lydd Town Council  
 Following a petition of 10 members of the electorate the vacancy for ONE Councillor by Election was advertised. However, there being only one candidate the election on 21<sup>st</sup> July will be uncontested.  
**Received and noted**
165. **LYDD IN BLOOM**  
 Councillors had received their list of roads to judge in the Lydd in Bloom competition along with their judging form to complete. This had been hand delivered as paper copies to all Councillors.  
 The Town Clerk asked that all completed paperwork to be returned to the Guild Hall by 25<sup>th</sup> July 2022 in readiness for the final judging to take place.  
**Received and noted**
166. **VACANCIES ON OUTSIDE BODIES**  
 Councillors were advised that there are vacancies to be filled on the following outside bodies and the Town Mayor asked any interested Councillor to put themselves forward should they wish to be considered for appointment  
 a) Lydd Club Day Committee – 2 vacancies  
 b) Lydd Twinning Committee – 1 vacancy  
**No Councillors came forward to fill the vacancies on Lydd Club Day or Lydd Twinning.**
167. **BAND CONCERT**  
 Cllr. Goddard said that he had 'breaking news' and that the Ghurkha Band Concert would be held again in December 2022 at All Saints' Church which is the Cathedral on the Marsh and an excellent venue. He said he was delighted this was going ahead following previous concerts being cancelled due to Covid restrictions and that this year it would be bigger and better than before.  
 Cllr Goddard thanked the Town Clerk who he said had been liaising for the last 9 months with the MOD on securing the concert for Lydd. Cllr Goddard said that he would report on ticket and other information nearer the time.  
**Received and noted**
168. **REQUEST FROM TWINNING**  
 Lydd Twinning has requested that the Town Mayor be appointed as the official President of Lydd Twinning and that if the Mayor's commitments do not allow this then to request that the Deputy Mayor take up the role of President of Lydd Twinning in his place.

**RESOLVED:** That the Town Mayor, Cllr Martin Sweeney accept the invitation to be the official President of Lydd Twinning for the duration of his term of office and should he be unavailable then the Deputy Mayor, Cllr Bob Jones is automatically invited to substitute at meetings and events during his term of office.

**Cllr Trevor Allen re-joined the meeting at this point 19.29**

**169. REQUESTS TO USE THE RYPE (Appendix D page 180)**

- A) A request was considered from **Kent County Council Early Help and Preventative Services** for use of the Rype to host a Children's Centre event on 25<sup>th</sup> August 2022 and be aimed at children up to 11 years old and their families who will be invited to bring a picnic. The event will have lots of activities for children and run from 11am until 2pm and will need additional time to set up and pack away before and after the event.

There will be a variety of community support groups involved to share information with families

**RESOLVED:** To grant permission for the Kent County Council Early Help and Preventative Services for use of the Rype to host a Children's Centre event on 25<sup>th</sup> August 2022

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

**Unanimous**

- B) A request was considered from **Kent County Council Early Help and Preventative Services** for use of the Rype on Monday mornings from 10am till 11.30am to hold a drop-in session for activities with parents and children.

**RESOLVED:** To grant permission for the Kent County Council Early Help and Preventative Services for use of the Rype on Monday mornings from 10am till 11.30am to hold a drop-in session for activities with parents and children

**Proposed by Cllr Laws and seconded by Cllr Snell**

**Unanimous**

**170. FOLKESTONE AND HYTHE GREEN AND BLUE INFRASTRUCTURE STRATEGY**

FHDC is producing a Green and Blue Infrastructure Strategy and is seeking the Council's views on the draft strategy and whether Lydd Town Council can help with actions identified. The document had been circulated in paper format to all Councillors who were asked to email comments to the town clerk by 9am on 4<sup>th</sup> July (none received) or bring their comments up at the meeting for inclusion in the response.

The Town Mayor said that there was a lot of scope in the document which he found impressive and in particular the SSSI sites at the Banks which will determine how we can develop things there and also the reference to cycle paths from Lydd to New Romney. Cllr Hills declared an interest in this agenda item and said that he was on the committee and this was a revised document which he had not had time to go through fully as yet but he had previously submitted comments as the earlier document had said that the whole of the Romney Marsh was below sea level which is not correct. Part of the platform will be looking at coastal defences.

Cllr Goddard (who had already declared an interest) said that the 134 document from Folkestone and Hythe District Council was very impressive and well worth Town Councillors reading and commenting on.

Cllr Sweeney said that The Rype is also mentioned in the document and asked if any Town Councillors had any comments for submission.

Cllr Mrs Manahan said this was really good and would enhance Lydd but asked if it was going to happen. She also asked if we could involve young people.

The Town Mayor said that this is a document looking at how to protect the Green and Blue environment rather than involving young people at this stage but said that the District Council would go out to consultation at a later stage regarding some of the details within the document.

**RECEIVED AND NOTED**

**171. CIVIC ENGAGEMENTS**

Lydd Town Council has been represented at the following Civic events and engagements

22 <sup>nd</sup> April	St George's Day	Town Mayor
21 <sup>st</sup> May	Confederation of the Cinque Ports Standing Joint Committee	Town Mayor Deputy Mayor Town Clerk
26 <sup>th</sup> May	Lydd Primary School to present Platinum Jubilee mugs	Town Mayor Deputy Mayor
2 <sup>nd</sup> June	Queen's Platinum Jubilee Beacon Lighting event	Town Mayor Deputy Mayor Town Clerk
5 <sup>th</sup> June	All Saints' Church Civic Service Platinum Jubilee	Town Mayor Deputy Mayor Town Clerk
18 <sup>th</sup> June	Lydd Club Day <b>Received and noted</b>	Town Mayor

**172. PRESS AND PUBLIC EXCLUDED**

**RESOLVED: To exclude the press and public for the following items of business as the items are commercially sensitive and involve the disclosure of exempt information.**

**Proposed by Cllr Snell and seconded by Cllr Allen**

**For: 11**

**Abstention: 1 (Cllr Laws)**

The meeting was briefly adjourned for a short comfort break, following which the meeting was reconvened.

**173. TENNIS COURTS**

**Confidential report 2022/C0006**

The Town Mayor explained that the invitation to tender for both the tennis court and replacement play area project had been placed on the Government contract finder which is now the correct legal process for works over £25,000. The Town Clerk had circulated a briefing note for both the tennis court and replacement play area projects and an informal zoom Q&A session had been held on zoom for Councillors to raise questions about the projects so that they were fully informed in readiness for considerations at the Council meeting.

**RESOLVED: To award the contract for the tennis court refurbishment to ETC as set out in their quotation.**

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

**Unanimous**

**174. RYPE PLAY AREA**

The Town Mayor said that a lot of work has gone into this project and a consultant has carried out the scoring of the tenders to aid the Councillors. This project is for replacement of the age 5- to 11-year-old children's play equipment on the Rype that has come to the end of its useful life. This would be Project phase one and can be followed by further phases. He said that a professional company has carried out the scoring to assist the Council in deciding on a preferred contractor.

Cllr R.S. Jones said that he had discussed the options with the Consultant and the Town Clerk and one of the companies tendering had suggested a safety surface of grass matting which was not successful on The Rype and a bonded mulch would be a better safety surface for the ground conditions there.

Cllr R.S. Jones said that once a preferred contractor is chosen there is then room for movement in making savings by removing the benches and picnic tables from the quote and replacing with another piece of play equipment as the Town Council can install benches at a later date.

Cllr Hills said that he agrees with this phased approach which will help to bed the project in the community.

Cllr Mrs Manahan said that the HAGS equipment seemed much longer lasting and agreed with the bonded mulch as the safety surface and the option of adding more equipment to get the best for all age groups.

**RESOLVED: To award the contract for the replacement 5- to 11-year-old play equipment on The Rype to HAGS as set out in their quotation subject to the savings made by removal of items such as benches which can be commissioned by the Town Council being replaced with additional play equipment item.**

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

**Unanimous**

The Town Mayor said that he would like to meet with the Kent County Councillor, District Councillor (Chair of FHDC Planning), and the Deputy Mayor as a one-off meeting to discuss the planning application to be submitted by the Town Clerk and also as a progress setting meeting with the Councillors with the expertise on this matter.

**RESOLVED: To hold a meeting to discuss progressing the projects and submitting of planning permission with KCC, FHDC Councillors on Lydd Town Council, The Mayor and Deputy Mayor.**

**Proposed by Cllr Law and seconded by Cllr Mrs Duncan**

**For: 9**

**Against: 2 (Cllrs Snell and Mrs Jones)**

**Abstention: 1 (Cllrs Allen and Mrs Rye)**

**The meeting closed at 20.02**

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

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



### **Tony Hills KCC member for the Romney Marsh Division June 2022 Report**

#### **Ukraine...What Kent is doing to help**

We are actively working with partners to provide immediate support and assistance, to ensure they receive the warmest welcome to the county and all the support they need to settle safely into our communities.

You can help by [registering for the Homes for Ukraine scheme](#) or by [donating to the Disasters Emergency Committee Ukraine humanitarian appeal](#).

We will keep you up to date on what is being done to offer support and how you can also offer support to Ukrainians who are either currently living in Kent or arriving in the county.

#### **Highways**

We have had fewer potholes on the Marsh, due to a mild winter, our Highways team are repairing the potholes as and when they appear. We still need investment to repair our crumbling Marsh Road structure...please report all problems on the link below...

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

#### **Dungeness 'A' Station site reuse.**

At the recent 'Site Stakeholders Group' we were informed by the director of A station of the need to bring in 80,000 tons of shingle to fill a massive void beneath the site to allow the installation of a large crane to facilitate the removal of the reactor buildings. The station plan being considered is for this material to be brought in by road. I oppose this on the grounds of the damage this could cause to our highways. I would prefer this material to come in by sea, by dredger, and have it 'rainbowed onto the beach. Conversations are ongoing within the district led by our MP Damian Collins on the need to install 'Small Modular Nuclear Reactors' on the A station site.

### **Climate Change**

The Environment Agency FoCES plan continues to defend the Marsh from rising seas and storms. But 'climate change' is more than that, rising temperatures is a threat to older people...not everybody can afford 'air conditioning'. I am planning to see how our new Lydd ranges sea defence is proceeding in August with a site visit, I will report back. Just to add KCC is well on target to get to zero emissions in its own estate by 2030.

### **Bus Transport**

Next month the ET&WCC at County will see what routes are proposed to lose their support from KCC, through budget. But I am pleased to report that so far number 11 service is not one of them. We need to find a better way of managing our community travel. The Romney Marsh Partnership has completed stage one of its market research in seeing what support there is in the community for an electric bus shuttle service from New Romney to Appledore station to access Ashford and Rye...The Green Line Service would link the two lines The Hythe & Dymchurch Railway and the Southern Region main line. As I stated in my annual report there has been interest from Lydd Airport to extend the service to include the airport.

**Kent County Councillors have two main functions.**

**To represent residents of Romney Marsh at 'County' and do their level best to help with local concerns.**

**To play their part in 'running' the 'County' for the benefit of all the residents of Kent.**



**Tony Hills**

**Kent County Councillor for Romney Marsh**



**LYDD TOWN COUNCIL                      PAYMENTS AND RECEIPTS                      01 APRIL -30 JUNE 2022**  
**FOR RATIFICATION AND AUTHORISATION**

<b>PAYMENTS (2022-23)</b>				
	<b>RATIFICATION</b>			
01.04.22	KCC re Kent Pension Fund	Cheque not received - Jan 2021 Pensions	4051	-1,166.50
01.04.22	Ifini Ltd	Inv1871 Monthly SLA and hosting of exchange server	SO	306.91
01.04.22	Business Stream	Inv2740022 Guildhall water March 22	DD	6.00
08.04.22	Lloyds Bank	inv366804221 Charges 10 Fe - 09 Mar 22	DD	25.08
23.03.22	KCC re Kent Pension Fund	Cheque adjustment - cashbook 2021-22	4343	3.00
04.04.22	Lydd Jubilee Celebrations	Donation for Queens Platinum Jubilee event	4348	1,000.00
04.04.22	Mrs Judith P Johnson	Inv00339 Finance assistance February/March 22	4349	552.00
06.04.22	Salaries and expenses	Month 1	4350-4355	6,115.94
06.04.22	Gibbs and Son	Inv3881 March grounds maintenance	4357	372.00
06.04.22	Pebbles Dementia Café	Donation for Queens Platinum Jubilee event 03 June 22	4358	728.80
14.04.22	KCC re Kent Pension Fund	Pensions contributions April	4359	1,633.41
14.04.22	The Guild of Mace Bearers	InvsDD308F20-0001/0002 Annual subs Town Sgt 2021 and 2022	4360	20.00
14.04.22	Vital Code Ltd	Invmy393jw VitalTax 12 months licence for Making Tax Digital	4361	24.00
14.04.22	Romney Marsh Internal Drainage	Inv01-0015-2 Allotments drainage rates	4362	18.09
14.04.22	Lewe Luck	Window cleaning 13 Apr 22	4363	50.00
14.04.22	Lisa Hall	InvAOC02/05/2022 Buffet for Queens Platinum Jubilee Beacon Lighting ceremony	4364	650.00
14.04.22	Cakes Galore	Queens Platinum Jubilee Celebration cake for Beacon Lighting ceremony	4365	230.00
14.04.22	Royal British Legion Industries Ltd	Inv62137 Bunting, flag, plaque for Queens Platinum Jubilee	4366	779.98
14.04.22	KCC re Kent Pension Fund	Replacement cheque for cheque no. 4051 JANUARY 2021 pension contributions	4367	1,166.50
	VOID	SPOILED CHEQUE	4368	0.00
14.04.22	Castle Water	Inv70688865 Pavilion water 01 Nov 20 - 28 Feb 22	DD	885.40
15.04.22	KCS	InvKPS231319 Copier charges 09 Dec 21 - 20 Jun 22	DD	329.03
16.04.22	BT	InvQ13280 Guildhall phone and broadband services 01 Jan22 -30 Jun 22	DD	566.06
17.04.22	Corona Energy	Invs1265808/09/10/11/12 Electricity March 22	DD	277.89
19.04.22	Castle Water	inv7101865 Pavilion water March 22	DD	56.34
20.04.22	BGB Services	Boiler contract	DD	118.53
27.04.22	British Gas	Inv973710689 Guildhall gas March 22	DD	419.55
27.04.22	Cash	Petty cash float	4369	94.96
27.04.22	Dash (UK) Ltd	Inv17911 Queens Platinum Jubilee mugs and boxes for schools	4370	2,492.40
03.05.22	Ifini Ltd	Inv1871 Monthly SLA and hosting of exchange server	SO	306.91
03.05.22	Business Stream	Inv2740022 Guildhall water March 22	DD	13.00
03.05.22	Waterlogic GB Ltd	Inv6849562 Cooler rental Mar 22	DD	16.79

LYDD TOWN COUNCIL		PAYMENTS AND RECEIPTS		01 APRIL -30 JUNE 2022	
FOR RATIFICATION AND AUTHORISATION					
03.05.22	Opus Energy	Inv41771911 Festive lights electricity March 22	DD		25.32
05.05.22	Salaries	Month 2	4371-4374, 4381		5,663.05
05.05.22	Mrs Judith P Johnson	Inv00340 Financial assistance April 2022	4375		480.00
05.05.22	Mr D Kertland	Refund of deposit plots 74D and 75D	4376		50.00
05.05.22	Echo Engineering (Southern) Ltd	InvLYD-1257 Supply and erect brazier at The Banks	4377		3,840.00
05.05.22	Gibbs and Son	Inv3889 Grounds maintenance April 2022	4378		684.00
05.05.22	Sweatman Mowers	InvC14710 Strimmer replacement spool	4379		35.52
12.05.22	Lloyds Bank	Inv369126894 Charges 10 Mar - 09 Apr 22	DD		14.65
13.05.22	KCS	InvI3998276 Stationery, handwash, toilet rolls	DD		221.56
16.05.22	J F Tanner and R J Tanner Ltd	Inv3757 Supply skip for disposal of tennis courts fencing	4380		360.00
19.05.22	KCC re Kent Pension Fund	Pensions contributions May	4382		1,369.66
19.05.22	Mrs D McKenna	Reimburse for Grovewell GC Inv00401046571 Plants for hanging baskets	4383		50.95
19.05.22	Greenlands Insurance Services Ltd	InvLYDDTO1 Tractor insurance 15 May 22 - 14 May 23	4384		245.04
19.05.22	Vision ICT Ltd	Inv14784 Website SSL certificate renewal May 22 - Apr 23	4385		60.00
19.05.22	Lionel Robbins	Inv2022/34 Internal audit 04 May 22	4386		90.00
19.05.22	KALC	Inv8520 Annual subscription 01 Apr 22 - 31 Mar 23	4387		1,986.00
19.05.22	TW Kempton (Corporate Clothing) Ltd	Inv37920 LTC PO LTC87-180522 Shirts for Town Sgt	4388		41.40
20.05.22	BGB Services	Boiler contract (Last payment)	DD		118.53
22.05.22	Office Depot International (UK) Ltd	Inv8815381 Mop heads	DD		37.76
22.05.22	Corona Energy	Invs1305514/6/7/8/9 Electricity April 22	DD		524.10
22.05.22	British Gas	Inv310903504 Guildhall gas April 22	DD		298.22
25.05.22	East Kent Piping Society	Pipers for Queens Platinum Jubilee Beacon Lighting ceremony	4389		250.00
26.05.22	Waterlogic GB Ltd	InvCD-223038490 Cooler rental April 22	DD		16.79
27.05.22	KCS	InvI4002210 First aid kit stock	DD		42.23
30.05.22	Opus Energy	Inv41855029 Festive lighting April 22	DD		24.46
01.06.22	Ifini Ltd	Inv1871 Monthly SLA and hosting of exchange server	SO		306.91
01.06.22	Business Stream	Inv2740022 Guildhall water May 22	DD		13.00
06.06.22	D J Williams	Inv Plumbing work for Manor Road Pavilion and Guildhall	4390		1,031.12
06.06.22	Gibbs and Son	Inv3910 Grounds maintenance May 2022	4391		684.00
06.06.22	J H Young Ltd	InvSI0178792 Timber and nails for Banks Pavilion	4392		117.41
06.06.22	Rolfes DIY LLP	Inv3521 Drawer handle, plants, compost and parafin	4393		47.32
08.06.22	Mrs Judith P Johnson	Inv00341 Financial assistance May 2022	4394		444.00
08.06.22	Sports and Play Consulting Ltd	Inv017 Playground and tennis court re-development	4395		3,900.00

LYDD TOWN COUNCIL		PAYMENTS AND RECEIPTS		01 APRIL -30 JUNE 2022	
FOR RATIFICATION AND AUTHORISATION					
08.06.22	Salaries	Month 3	4396-4400	6,102.51	
08.06.22	KCC re Kent Pension Fund	Pensions contributions June	4401	1,369.67	
10.06.22	Lloyds Bank	Inv371460927 Charges 10 Apr - 09 May 22	DD	33.84	
13.06.22	Castle Water	Inv7368032 Allotments water 01 Apr - 30 Sep 22	DD	650.08	
14.06.22	Castle Water	Inv7411706 Guildhall water 01 Apr - 30 Sep 22	DD	90.93	
15.06.22	Lydd Club Day Committee	Lydd Club Day Luncheon for Mayor, Mayoress, TSgt and Mrs Hughes	4402	67.00	
16.06.22	KCS	InvKPS240374 Copier rental 21 Jun - 20 Sep 22	DD	158.70	
23.06.22	British Gas	Inv994475154 Guildhall gas May 2022	DD	225.39	
25.06.22	Corona Energy	Invs1339176/78/79/80/81 Electricity May 22	DD	505.14	
26.06.22	Waterlogic GB Ltd	InvCD-223081331 Cooler rental May 22	DD	16.79	
30.06.22	KCS	Inv4025532 Stationery	DD	21.06	
30.06.22	Opus Energy	Inv41920707 Festive lighting May 22	DD	25.18	
30.06.22	CHEQUE NOT PRESENTED	Lindsey Deposit refund	4259	(30.00)	
30.06.22	CHEQUE NOT PRESENTED	Field Deposit refund	4260	(30.00)	
30.06.22	CHEQUE NOT PRESENTED	Event cancelled Cinque Ports Blessing of the Seas	4282	(70.00)	
	<b>AUTHORISATION</b>				
04.07.22	Lewe Luck	Window cleaning 15 Jun 22	4403	50.00	
04.07.22	Cinque Ports Mayors' Association	Expenses contribution for Bowls Tournament 13-14 Aug 22	4404	25.00	

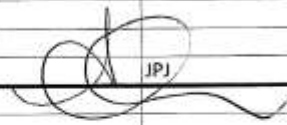
LYDD TOWN COUNCIL

PAYMENTS AND RECEIPTS  
FOR RATIFICATION AND AUTHORISATION

01 APRIL -30 JUNE 2022

<b>RECEIPTS INTO CURRENT ACCOUNT (2022-23)</b>				
01.04.22	Folkestone and Hythe DC	Precept and foreshore rent	BGC	65,001.00
09.05.22	Deposit	Allotments rental and deposits	500150	210.00
16.05.22	Lydd Allotment Association	50% Tractor insurance LTC inv4130	FPI	122.52
18.05.22	HMRC	VAT claim Q4 2021-22	BGC	1,361.31

<b>RECEIPTS INTO RESERVE ACCOUNT (2022-23)</b>				
11.04.22	Lloyds Bank	Reserve account interest	DirCred	0.69
09.05.22	Lloyds Bank	Reserve account interest	DirCred	0.58
09.06.22	Lloyds Bank	Reserve account interest	DirCred	0.65

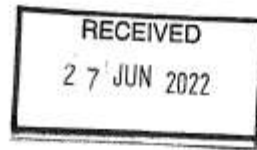
LYDD TOWN COUNCIL			
Bank Reconciliation Statement			
for the Period Ending			
30th June 2022			
BANK and CASH:	Statement Date:	£	
Lloyds TSB Current Account	17-Jun	160,579.96	
Lloyds TSB Reserve Account	10-Jun	76,096.08	
Petty Cash		100.00	236,776.04
<b>LESS Unpresented Items:</b>			
	4303	1000.00	
	4376	50.00	
	4391	684.00	
	4392	117.41	
	4393	47.32	
	4394	444.00	
	4395	3900.00	
	4400	1837.38	
	4401	1369.67	
	4402	67.00	
British Gas	DD 23/06	225.39	
Corona	DD 25/06	505.14	
Waterlogic	DD 26/06	16.79	
KCS	DD 30/06	21.06	
Opus	DD 30/06	25.18	
			10,310.34
Plus credits not yet at bank			-
			<b>226,465.70</b>
Opening balance			213,640.20
PLUS Receipts			66,696.75
LESS Payments			53,871.25
<b>Balance Carried Forward:</b>			<b>226,465.70</b>
Prepared by:	 JPJ	Date:	29/06/2022
Checked by:		Date:	
Checked by:		Date:	



Your account statement

Issue date: 17 June 2022
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

JS1CR01OHBMA0000017345001002 387 000
LYDD TOWN COUNCIL
MS A ALEXANDER
13 HIGH STREET
LYDD
ROMNEY MARSH
KENT
TN29 9AF



BUSINESS ACCOUNT
LYDD TOWN COUNCIL

Account summary

Table with 2 columns: Description and Amount. Rows include Balance On 10 Jun 2022 (£168,761.92), Total Paid In (£0.00), Total Paid Out (£8,181.96), and Balance On 17 Jun 2022 (£160,579.96).

Account activity

Main transaction table with columns: Date, Payment Type, Details, Paid In (£), Paid Out (£), Balance (£). Includes rows for opening balance, various payments, and closing balance.

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:

DD - Direct Debit CHQ - Cheque

Handwritten signature and date 27/06/22

Vertical text on the left edge of the page.



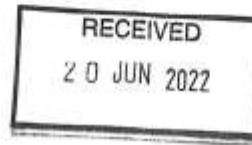
J51C8B01CK7MBA000021132001002 367 000

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



✓  
Your account statement

Issue date: 10 June 2022  
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



BUS BANK INSTANT  
LYDD TOWN COUNCIL

Account summary

<b>Balance On 13 May 2022</b>	<b>£76,095.43</b>
Total Paid In	£0.65
Total Paid Out	£0.00
<b>Balance On 09 Jun 2022</b>	<b>£76,096.08</b>

*[Handwritten signature]*

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
13 May 22		STATEMENT OPENING BALANCE			76,095.43
09 Jun 22		INTEREST (GROSS)	0.65		76,096.08
09 Jun 22		STATEMENT CLOSING BALANCE	0.65	0.00	76,096.08

*M. Alexander  
22/06/22*

PKFBNALJST1001000

K02C08000PK 10020800000

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BUDGET MONITOR

LYDD TOWN COUNCIL  
Budget Monitor 2022-2023

30 JUNE 2022

RECEIPTS		Actuals	Original Budget	Revised Budget	Difference	% Budget	
Allotments Rent and Deposits		332.52	3,900.00		3,567.48	9%	
Ambulance Service Rent		-	5,200.00	-	5,200.00	0%	
Band Concert		-	0.00		-		
Bank Interest		1.92	20.00		18.08	10%	
Donations from Lydd Municipal and Other Charities		-	5,000.00		5,000.00	0%	
Manor Road Pavilion Hire		-	400.00		400.00	0%	
Waste and Easements		-	1,580.00		1,580.00	0%	
Precept		65,000.00	130,000.00		65,000.00	50%	
Sales		-	-	-	-		
VAT Refund		1,361.31	-		(1,361.31)		
Other Receipts		1.00	-		(1.00)	#DIV/0!	£1 Foreshore rent
<b>TOTAL RECEIPTS:</b>		<b>66,696.75</b>	<b>146,100.00</b>	<b>-</b>	<b>79,403.25</b>	<b>45.65%</b>	
PAYMENTS		Actuals	Original Budget	Revised Budget	Difference	% Budget	
	EMR						
Adverts	1,200.00	-	0.00		-	#DIV/0!	
Allotments		683.25	0.00		(683.25)	#DIV/0!	Expenditure from mast and plot income
Army Adventure Day	4,393.77	-	0.00		-		
Audit		90.00	600.00		510.00	15%	
Band Concert		-	0.00	1,000.00	1,000.00	0%	
Bank Charges		48.49	300.00		251.51	16%	
Banks SSC		157.84	100.00		(57.84)	158%	
Bin Emptying		-	663.00		663.00	0%	
Christmas Tree & Lighting		71.39	1,000.00		928.61	7%	
Civic Expenses		34.50	160.00		125.50	22%	
Donations		-	0.00		-	#DIV/0!	
Election Costs		-	0.00		-	#DIV/0!	Min 194 Nov
Electrical PEAT testing		-	150.00		150.00	0%	
Friends of Lydd		-	500.00		500.00	0%	
Grounds Maintenance		1,390.00	8,000.00		6,610.00	17%	
Groundsman Materials and Equipment		102.73	400.00		297.27	26%	
Guildhall Maintenance		925.73	1,800.00		874.27	51%	
Guildhall Refurbishment (Car Park)	16,000.00	-	0.00		-	#DIV/0!	
Guildhall Running Costs		2,679.04	9,000.00		6,320.96	30%	
Insurance		245.04	4,000.00		3,754.96	6%	
Lade Bench Licences		-	25.00		25.00	0%	
Legal and Professional fees		20.00	500.00		480.00	4%	
Lydd in Bloom		-	500.00		500.00	0%	
Lydd in Lights		-	500.00		500.00	0%	
Manor Road Pavilion Maintenance		305.20	750.00		444.80	41%	
Manor Road Pavilion Running Costs		1,087.11	500.00		(587.11)	217%	
Mayoral Allowance		(3.00)	3,000.00		3,003.00	0%	
Office Consumables		245.75	2,000.00		1,754.25	12%	
Office Equipment and Printing		406.44	600.00		193.56	68%	
Office IT		970.73	3,700.00		2,729.27	26%	06.06.21 agreed 7k for IT renewal Gen Res. 26.07.21 POL 846.55 Bal plus £7k per year for 3 years Gen Res
Parish of Lydd Enhancement Project		-	0.00	7,846.55	7,846.55	0%	26.04.21 agreed £10k total: 1k from Comm Events 21-22 (874 PAID IN 21-22)
Queen's Platinum Jubilee		8,794.84	0.00	9,126.00	331.16	96%	
Remembrance Sunday (S137)		-	250.00		250.00	0%	
Rype Play Project		-	-	40,000.00	40,000.00	0%	
Small Grants awarded from Municipal Charities donation		-	0.00		-	#DIV/0!	Funded from Municipal Charities Donation
Staff Expenses (Mileage)		73.20	0.00		(73.20)	#DIV/0!	
Staff Salaries		22,854.19	90,000.00		67,145.81	25%	
Staff Pensions (EE + ER)		4,375.74	13,000.00		8,624.26	34%	
Subscriptions		1,675.00	2,100.00		425.00	80%	
Stair Lift & Defib. Maintenance		-	500.00		500.00	0%	
Stair Lift replacement	3,000.00	-	0.00		-	#DIV/0!	
Staff and Councillors Training		-	1,000.00		1,000.00	0%	
Tennis Courts		4,200.00	10,000.00	30,000.00	25,800.00	14%	Virement 20k from 21-22 EMR
Website		-	500.00		500.00	0%	
Contingency		-	0.00		-	#DIV/0!	From Gen Res
VAT		2,438.04	0.00		(2,438.04)	0%	
COVID-19 Contingency Expenses		-	0.00		-	#DIV/0!	From FHDC Business Services Grant EMR
<b>TOTAL PAYMENTS:</b>		<b>24,593.77</b>	<b>53,871.25</b>	<b>87,972.55</b>	<b>180,201.30</b>	<b>35%</b>	



## LYDD TOWN COUNCIL

## POLICY FOR USE OF THE CO2 MONITOR

## Background

With the return to a more normal way of life and getting back to face-to-face meetings after Covid-19 it is important that we have processes in place to ensure that the meeting environment is safe and comfortable for Councillors, Staff and the public.

The government provided CO2 monitors to all schools and we were encouraged to purchase one for use in public buildings and particularly at our meetings to help measure the levels of CO2 in the Chamber and therefore increase ventilation when needed. Monitors are recommended for use in a space where a consistent number of people use them for over an hour such as a meeting room.

Letting fresh air into indoor spaces can help remove air that contains virus particles and is important in preventing the spread of Covid 19 and other viruses. By using the CO2 monitor staff can quickly identify when the ventilation needs to be improved to keep the Meeting room a healthy environment in which to continue the Meeting.

Ambient indoor air tends to contain approx. 800 parts per million (ppm) of carbon dioxide but the levels can rise rapidly in meeting rooms because exhaled air is approx. 4 percent carbon dioxide by volume. If we are outside then this is naturally diluted but this is not the case inside a building and particularly in a room where people are talking. When the levels reach 1200ppm then the CO2 monitor alarm sounds meaning that we have reached a threshold that action needs to be taken to increase the levels of circulating air to improve air quality.

Research shows that even if Covid-19 and other viruses are not of concern there is more at stake as too much carbon dioxide in the room will increase a feeling of drowsiness and affect concentration and have an adverse impact on cognitive and decision- making skills due to lack of oxygen to the brain

## Use of the CO2 monitor at meetings.

- The Co2 monitor will be in use at meetings or other large gatherings of people in the Council Chamber and monitored by an Officer of the Council.
- The Alarm will sound at 1200ppm – Action to be taken as instructions below
- If the Alarm continues after opening windows the meeting to be adjourned to ask if people wish to leave the building
- At NO time should the Alarm be turned off or disabled
- If the Alarm continues a 10 minute break should be taken and people asked to leave the Chamber
- If the Alarm still continues or the indicator is purple the meeting shall be closed.
- The range PPM is colour coded as follows:

CO2 RANGE PPM	AIR QUALITY	PPM	ACTION	CHAIRMAN
Green	Good	400-799	None	
Yellow	Slight pollution	800-1199	Open fire escape	
Red <b>ALARM WILL SOUND</b>	Moderate pollution	1200-1999	Open all windows	Adjourn meeting and ask if people wish to leave
Purple	Serious pollution	2000-5000	Meeting must be closed.	Close the meeting and evacuate the Chamber

Policy for use of CO2 Monitor – June 2022

## LYDD TOWN COUNCIL

### CIVIC PROTOCOL

#### Background

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chairman of a Town Council is entitled to the style of 'Town Mayor'.

A Town Mayor has the same rights and duties as a local Council Chairman and is elected by the full Council at the Statutory Annual Town Council meeting in May. A deputy Mayor is also elected at this meeting. The Mayor's term of office is for one year and during this time the Mayor continues to be a Member of the Council and presides over the meetings of the Council.

#### Role of Mayor

The role of the Mayor is to undertake Lydd Town Council's civic and ceremonial duties in a dignified manner so as to uphold and enhance the status of the town and encourage civic pride. This is of significant importance and should be kept in mind when the Mayor carries out their duties throughout the year and in deciding what initiatives they choose to undertake.

During the year the Mayor is invited to support a wide range of events in the Parish of Lydd and receives invitations to many events, functions and engagements. If the Mayor cannot attend a function the Deputy Mayor may be asked to attend on his/her behalf.

Duties which the Mayor may carry out include:

- Hosting functions organised by the Council
- Attending functions and engagements in the Parish of Lydd and outside as a ceremonial representative of the Council
- Official openings or presentations on behalf of the Council
- Organising events to raise funds for the Mayor's chosen charities

The Mayor will choose his or her own consort who should be given equivalent respect and dignity when accompanying the Mayor on Civic engagements.

The Mayor also has a number of statutory functions as set out below:

- If present at the full Council meeting the Mayor must chair the meeting
- The Mayor has a casting vote in the event of a tie
- The Mayor should ensure (with the Town Clerk) that the Council makes legal decisions
- The Mayor has a duty to ensure that the agenda is followed correctly

### **Support for the Mayor**

Day to day support for the Mayor is provided by the Mayor's Secretary under the general direction of the Town Clerk. The Mayor's Secretary is an employee of Lydd Town Council who as well as carrying out other duties for the Council assists the Mayor with organising their Term of Office.

This position includes arranging a meeting with the new Mayor, once elect at the Annual Council meeting to arrange the Civic year, discuss lines of communication, diary management and the specific support required. The Mayor is provided with a laptop as well as their I-Pad for use throughout their Term of Office. This must be returned when they relinquish the role of Mayor.

The Mayor's secretary receives invitations for the Mayor usually by post or email, any verbal invitations to the Town Mayor must be confirmed in writing to the Mayor's secretary before being included on the list of invitations for the Mayor to consider.

The Mayor's Secretary will either meet in person with the Mayor on Thursday mornings to discuss the calendar of invitation or if the Mayor prefers the invitations will be sent by email on Thursday morning and should be responded to by the Mayor no later than 9am the following Monday morning.

The Mayor should respond whether he wishes to attend and whether he/she will be taking their consort and/or Town Sergeant with them. If the Mayor cannot attend, they may request that the Deputy Mayor attend on their behalf.

Once it is confirmed who will be attending the appropriate response is sent to the host organiser by the Mayor's Secretary who will check on other details such as dress code, Chains of Office, transport and parking arrangements and refreshments.

Confirmed events are entered into the Mayor's office diary and electronic calendar on Outlook detailing as much information as possible, which the Mayor can view remotely on his laptop.

If the Mayor and Deputy Mayor decline then an appropriate response to the organiser will be sent by the Mayor's Secretary.

All correspondence for the Mayor is kept by the Mayor's Secretary in the Guild Hall. It is courteous of the Mayor to send a personal thank you letter to the host after the event.

The Mayor's Secretary will also support the Mayor in responding to letters sent to the Guild Hall for their attention by providing letterhead, envelopes and stamp and posting or arranging hand delivery of the Mayor's replies. The Mayor's Secretary does not have the specific authority to respond on behalf of the Mayor.

### **Mayor's Charity**

The Mayor's charity traditionally raises funds for local charities in the Parish of Lydd or the local area. It is advisable to choose the charity as soon as possible after election and to make a public announcement. The Mayor may decide on one main charity or support two or three local charities.

The Annual Town Meeting (Parish Assembly) is an appropriate time to present the cheques to the nominated Charities.

#### **Mayor's Allowance**

The Mayor has the use of an annual allowance from the Council to meet the expenses of attending events and there is a separate Mayoral Scheme which sets this out in more detail.

Payment for tickets etc for functions being attended by the Mayor will be made from the allowance when the Mayor's Secretary accepts the invitations.

#### **Mayor's Robes and Chains**

The Mayor's chain and badge of office are the outward signs of the Civic Office held. The Mayor should not wear the Civic robes and chain/badge of office in another capacity without express permission from the Council.

The mayoral chain can only be worn at mayoral engagements. It must not be worn when entering a neighbouring authority unless permission granted by the Mayor of that authority. Similarly, Mayors visiting Lydd will ask permission to wear their chains. On other occasions the badge of office only will be worn.

The Chains and Regalia are listed on the Asset Register and insured by Lydd Town Council.

We are obliged to inform our insurers is the protocol in relation to the safe keeping of the Chains is not adhered to.

The Chains are stored in the safe which has been approved as a secure place by our insurers who have received photographs and details of the manufacturer and serial number of the Guild Hall safe which has been confirmed to meet their requirements for the insurance to be valid.

Lydd Town Council keeps a book into which each movement of the Chains is recorded to satisfy the audit trail for our insurers.

- The Chains must be signed out of the Guild Hall and signed back in on their return
- If the Chains are needed out of office hours, then the Town Sergeant has responsibility to collect and return the Chains to the safe.
- The Chains may not be removed from the Guild Hall to be worn unless the Mayor's Secretary has accepted an invitation to an event on behalf of the Mayor and it is confirmed on the schedule sheet and recorded in the Mayor's diary so that we know the whereabouts of the Chains at all times.
- If the Mayor is attending a local event without the Town Sergeant present in the Town and Parish of Lydd, they may wear the Chains on the understanding they are kept with the Mayor at all times and they are not handed to anyone else. It is the responsibility of the Mayor to insure the Chains whilst in their home or car/van etc and be in their possession at all times. The Mayor must insure the Chains for the value as in the Asset Register at the time. The Mayor may collect and return the Chains to the Guild Hall if the event is taking place during Guild Hall working hours. If the event is outside the Guild Hall working hours the Chains must be collected and returned under arrangements with the Town Sergeant. If the Town Sergeant is not available due to holiday etc the Mayor must ensure that the Chains are kept in a secure locked safe and return to the Guild Hall at 9am on the next working day.
- During an event with the Town Sergeant in attendance the Mayor should take advice from the Town Sergeant for the security of the Chains, particularly when outside of the Parish of Lydd. The Mayor should not remove the Chains at an event without the prior knowledge of the Town Sergeant who will then take responsibility for the

Chains. If travelling abroad the Chains must be in the hands of the Town Sergeant or Town Mayor at all times and never checked in the hold on an airplane.

- The Town Sergeant is the guardian of the chains and the Mayor should defer to the Town Sergeant advice in relation to the wearing and safety of the Chains.
- The security of the Chains will be discussed on the change of Lydd Town Council insurers and the insurers will be consulted from time to time and the protocol and policy reviewed as necessary in accordance with their guidance.

#### Civic Events

There are a number of Civic events during the year which the Mayor is expected to attend and the Town Sergeant has dedicated hours set aside to accompany the Mayor at these events. Examples of these are (but not limited to):

- Mayor's Sunday
- Annual Town Meeting (Parish Assembly)
- Lydd Club Day
- Confederation of the Cinque Ports Standing Joint Committee and Speaker's Day
- Remembrance Sunday
- Twinning Events
- Lydd in Bloom and Lydd in Lights presentation evenings
- Other Council Civic Services, Civic Events etc

Community Meet up and play.

Days: Mondays.

Times: 10am till 11.30am.

This outreach group would be facilitated as a drop in group and is hoped that parents will be present in the play park and want to engage in the activities we take with us each week.

Purpose of outreach sessions;

- To encourage greater community engagement with the Children's centres and learn about what we can provide to them and members of their family eg. groups and events.
- To support families to have access to information and to sign post families to appropriate services, dependent on need eg. BFI, One Stop shop, home start etc. To identify which families may need greater support from Early Help.
- To plan and facilitate a varied programme of activities to support children's development eg. through interactive and physical activities, improving communication skills through stories and singing, craft activities etc.
- To support parents/carers to socialise with other parents/carers and in turn support their children to engage with their peers and play alongside each other, learn turn taking etc.