

Minutes of the Annual Statutory Meeting of LYDD TOWN COUNCIL

held in the Council Chamber at the Guild Hall on Monday 22nd May 2023 at 12noon

Present: Councillors: M. Beach, D. Chapman, Mrs A. Duncan, C. Goddard, Mrs P. Harston, Mrs. J.E. Jones, R.S. Jones, L Laws, Mrs K. Manahan, A. Martin, A. May, Mrs S. Piper, Mrs K. Rye, P Rye, M. Sweeney

Town Clerk, Angela Alexander.
Assistant Town Clerk, Mrs Diane Cavey
Town Sergeant: Jim Hughes
Honorary Freeman, Alice Boxall MBE
Revd. C Maclean and Revd. D Parrott
3 members of the public

Revd. C. Maclean led the Council in prayer.
Absent: Mrs. D Mckenna

The Town Mayor, Cllr Martin Sweeney welcomed those present to the meeting and said that he had served 2 years as Mayor of Lydd and during this time he had served during COVID restrictions, the Queen's Platinum Jubilee, the proclamation of the King Charles III, the funeral of the Lord Warden, Admiral the Lord Boyce and had attended the Coronation of King Charles III at Westminster Abbey along with the other Mayors of the Cinque Ports who were made Barons for the event. The Mayor thanked the Councillors and Staff for their support and said that he had attended the Coronation Community lunch at the Pilot and asked the Town Clerk to say a few words. The Town Clerk explained that the proposal to host the lunch was made by Cllr Clive Goddard to include the older generation of Lydd in the celebrations and was financed by Lydd Town Council and arranged in partnership with Helen Mattock of CARM and Pat Carter from the Church lunch club. Fifty people had attended, including our Honorary Freeman and Mayor and a coach was hired for transport, The Town Clerk read out letters of thanks from some of the people who had attended..

84. ELECTION OF TOWN MAYOR 2023-24

The Town Mayor Cllr. Martin Sweeney called for nominations for Mayor for the 2023-24 municipal years. The nomination of Cllr. R. S. Jones was proposed by Cllr. Goddard and seconded by Cllr. Paul Rye. The Chairman asked if there were any other nominations, and Cllr Mrs Manahan proposed Cllr Mrs Duncan which was seconded by Cllr Beach.

Cllr Goddard spoke in support of Cllr R. Jones saying that he was an experienced Mayor having held the position previously and was supported by Cllr Mrs Jones as his Mayoress. He is Deputy Mayor at present and came in the top 5 in the public vote at the recent election and is well liked. He has been carrying out caretaker duties during the time we were without that member of staff and will bring good stability to the Council for the future.

Cllr Mrs Manahan spoke in support of Cllr Mrs Duncan saying that she is well known for her work with Lydd Club Day Committee and the Ex-Servicemen's Club and that she felt it was time that the Council had a Mayoress.

A ballot was taken and the result was as follows: Cllr R.S. Jones 9 votes and Cllr Mrs Duncan 6 votes.

RESOLVED: That Cllr R.S. Jones be elected at the Town Mayor of Lydd having received the majority of votes. Proposed by Cllr Goddard and seconded by Cllr P Rye.

***Voting as follows: Cllr R.S. Jones 9 votes Cllr Mrs Ann Duncan 6 votes
Cllr. R.S. Jones duly took the Town Mayor's Oath of allegiance and signed the declaration book and presented Cllr Sweeney with the past Mayors badge.***

Cllr R.S. Jones thanked Cllr Sweeney for having two good years as Mayor and said that he hoped that all councillors would now work together and put on a united front and that his door would always be open should anyone wish to discuss matters with him.

85. ELECTION OF DEPUTY MAYOR

The newly elected Mayor, Cllr Bob Jones, called for nominations for the role of Deputy Mayor. Cllr Goddard congratulated Cllr Jones on his election as Mayor and said that he was pleased to propose Cllr Darren Chapman as Deputy Mayor saying that Cllr Chapman was very popular as he was in the top two for votes in the recent election and that he was an exceptional Chairman of the Personnel Committee.

The proposal was seconded by Cllr Paul Rye.

There were no other nominations for the role of Deputy Mayor

**RESOLVED: That Cllr Darren Chapman be elected as Deputy Mayor of Lydd
Cllr Chapman took the Deputy Mayor's Oath of Allegiance and signed the declaration book and was presented with the Deputy Mayor's badge of office.**

Cllr Chapman thanked Councillors for their support and said that he was 100% behind the Mayor and hoped that all councillors would work together and in the same direction and not pulling apart. He said that he was looking forward to working with Cllr Bob Jones as Mayor.

86. APPOINTMENT OF TOWN MAYOR'S CHAPLAIN

Revd. Chris Maclean addressed the Council saying that he was retiring in July and was fortunate in discovering a willing candidate in Revd. David Parrott who was a retired priest of impeccable credentials. The Mayor requested that David Parrott kindly take on the role of the Mayor's Chaplain and he confirmed that he was delighted to take on the role.

RESOLVED: That Revd. David Parrott be appointed as the Mayor's Chaplain

87. APOLOGIES FOR ABSENCE

The Town Clerk advised that she had not received written apologies from Mrs Debbie McKenna but had been made aware that she was on holiday and had therefore taken advice from Electoral Services at FHDC as she had not yet signed her declaration of office. The advice received was as follows:

Once elected, a person must sign a declaration stating that they accept the position of an elected member.

The declaration must be made before or at the first meeting of the parish council to which they have been elected. The parish council can, however, agree to it being made at a later meeting.

If no declaration of acceptance is made, the seat automatically becomes vacant immediately after the first meeting of the parish council, or immediately after a later meeting if an extension was agreed.

The notice of vacancy would need to be published as soon as practicable after the seat becomes vacant.

Assuming the council remains quorate, it would then be the usual casual vacancy process (failure to take up office is essentially treated the same as death or resignation), i.e., request for the election from 10 electors, election within 60 days or co-option

A vote was taken to extend the time for Mrs McKenna to sign the declaration of office to before the next full Council meeting.

RESOLVED; That an extension be allowed for Mrs McKenna to sign her declaration of office prior to the next full Council meeting.

For: 10

Against: 5

88. **MAYORAL SCHEME (Appendix A page 79 to 80)**
The Mayor advised that he wished to opt into the Mayoral Scheme
Received and noted
- MINUTES**
RESOLVED: The minutes of the meeting held on Monday 6th March 2023 were approved and signed by the Chairman as a true record
Proposed by Cllr Mrs Duncan and seconded by Cllr Sweeney
For: 11
Abstentions:4
Against 0
89. **REGISTER OF ATTENDANCE (Appendix B page 81)**
The register of attendance for 2022-23 had been circulated
Received and noted
90. **KENT ASSOCIATION OF LOCAL COUNCILS SUBSCRIPTION**
Documentation from the Kent Association of Local Council setting out the benefits of membership and annual subscription charges had been circulated to Councillors. The annual subscription due of £1,695.00 + VAT was approved for payment
RESOLVED: To approve the payment for the annual subscription to Kent Association of Local Councils for the sum of £1,695.00 + VAT
Proposed by Cllr Sweeney and seconded by Cllr Mrs Jean Jones
Unanimous
91. **ASSET REGISTER (Appendix C page 82 to 83)**
The updated asset register as at 31st March 2023 had been circulated to Councillors for consideration.
RESOLVED: To receive and adopt the updated Asset Register as circulated
92. **ANNUAL INTERNAL AUDIT REPORT 2022/23 (Appendix D page 84)**
The Town Clerk advised that the Independent Internal Auditor had carried out their audit inspection on 16th May 2023 and the Annual Internal Audit report for the financial year 1st April 2022 to 31st March 2023 form had been circulated to Councillors for consideration. The Town Clerk advised that the IIA had done a very thorough job examining the Minutes and decisions of the Council as well as the Accounts, cash book, bank statements and cheque book stubs and confidential reports.
RESOLVED: To receive and note the Internal Audit AGAR report
93. **ANNUAL GOVERNANCE STATEMENT SECTION 1 (Appendix E page 85)**
Councillors considered the annual governance statement on the Annual Return 2022-23 and were satisfied that they have the correct procedures in place. Section 1 of the AGAR the Annual Governance Statement was approved
RESOLVED: Section 1 of the AGAR Annual Governance Statement 2022-23 was approved and signed
Proposed by Cllr Mrs Jean Jones and seconded by Cllr Suzanne Piper
Unanimous
94. **ACCOUNTING STATEMENTS FOR 2022/23 SECTION 2 (Appendix F page 86)**
RESOLVED (A) To approve the Town Council Accounts for 2022-23 including the bank reconciliation and supporting bank statements.
RESOLVED (B) To approve the Accounting Statements and to authorise the Chairman to sign Section 2 of the Annual Return 2022-23
Proposed by Cllr Paul Rye and seconded by Cllr Darren Chapman
Unanimous

95. **NOTICE OF PUBLIC RIGHTS FOR THE YEAR ENDING 31ST MARCH 2023 (Appendix G page 87)**
The Notice of public rights and publication of unaudited Annual Governance and Accountability Return was reported to Council
Received and noted
96. **LYDD CLUB DAY (Appendix H page 88 to 98)**
Lydd Club Day Committee submitted a request for permission to hold the event on the Rype and use of the Pavilion including electricity on Saturday 17th June with use of the Rype from Monday 12th June until 19th June. Copy of insurance included. Risk Assessments and notice of road closures have been requested from the organisers by Lydd Town Council.
RESOLVED: To grant permission to Lydd Club Day to hold the event on the Rype with access to the Manor Road Pavilion and use of electricity.
Proposed by Cllr Goddard and seconded by Cllr Chapman
For: 14
Abstention: 1 Cllr Mrs Duncan
The meeting was adjourned for Alice Boxall MBE to raise a concern about getting the horse bus out of the Museum and that access via the school was required. Cllr Mrs Manahan said that she and Cllr Mrs Duncan had asked the school but they would not allow this and there is no caretaker on duty to assist. Cllr Sweeney suggested that the Town Clerk make contact with the school to request permission.
97. **APPOINTMENT OF CINQUE PORTS CHAMPION (Appendix I page 100)**
Following a decision made by the Standing Joint Committee of the Confederation of the Cinque Ports member Councils are requested to appoint a Cinque Ports Champion for 4 years until the next election. Cllr Bob Jones proposed Cllr Goddard for this role.
Cllr Mrs Rye said that she had put herself forward and holds a press card
Cllr Sweeney said that the day before he and the Town Clerk had attended the meeting in Dover and that the appointment is not about being a member of the press but is a senior role and a figure head for the Council within the Cinque Ports. Cllr Sweeney seconded the proposal made by Cllr Bob Jones
RESOLVED: To appoint Cllr Clive Goddard as the Cinque Ports Champion for the period of 4 years until the next election
Proposed by Cllr Bob Jones and seconded by Cllr Sweeney
For: 12
Abstentions: 3
98. **BRETT HALF MARATHON AND 20 MILE RACE (Appendix J page 101 to 125)**
Nice Works requested permission to hold the Brett half marathon and 20-mile race on 10th March 2024. Associated paperwork safety plan, parking plan and risk assessments had been circulated to Councillors for consideration. Cllr Sweeney stressed it was important that they stick to the parking plan for the Rype and that the Marshalling is done correctly as there were problems the previous year.
RESOLVED: To grant permission for Nice Works to hold the Brett half marathon and 20 mile race on 10th March 2024 starting from the Banks on the understanding that attention is paid to the use of the Rype for parking and effective Marshalling so as not to have issues with inconsiderate parking.
Proposed by Cllr Sweeney and seconded by Cllr Paul Rye
Unanimous
99. **DOG EVENT ON THE RYPE (Appendix K page 126 to 128)**
Following a request from Jade Wainwright to hold a dog show on the Rype on 22nd July 2023 when it was agreed that the Risk Assessment needed to be resubmitted, to receive updated

Risk Assessment and insurance documents and a further request to use the Pavilion toilets and to borrow chairs for the event.

It was noted that access to the toilets may not be possible at this time and that the Town Council does not have any suitable chairs to loan out. Cllr Paul Rye said that the Scouts have suitable chairs which can be borrowed for the event.

RESOLVED: That Mrs Wainwright be advised to contact Cllr Rye for use of the Scout chairs and approach the Community Hall for use of the toilet facilities. The updates risk assessments and insurance were accepted.

**Proposed by Cllr Goddard and seconded by Cllr Paul Rye
Unanimous**

100. COMMUNITY AWARD SCHEME

Cllr Chapman said that he would like to propose the organisers of the community Coronation and Jubilee events held on the Rype for a Lydd Town Council community award. He said they had put on two fantastic events which were professionally set up which brought the community together.

RESOLVED: That community award certificates be presented to Jess Duncan, Emily Smith and Kerry James at the next Council meeting.

Proposed by Cllr Chapman and seconded by Cllr Beach

For: 14

Abstention 1 Cllr Laws

Cllr Goddard declared an interest in this agenda item saying that his son's company Goddard's Home Improvements Ltd were a sponsor of the event and that he had also provided funding through his ward budget. Cllr Sweeney declared an interest saying that he had also sponsored the event.

101. APPOINTMENT TO COUNCIL COMMITTEES AND EXTERNAL BODIES (Appendix L Page 129 to 130)

The Mayor presented the list of Councillors appointed to their respective Council Committees and representatives appointed to External organisations.

Received and noted

DATES OF FORTHCOMING ORDINARY MEETINGS 2023-24, ANNUAL TOWN AND PARISH MEETING AND ANNUAL STATUTORY MEETING MAYOR MAKING 2024 (Appendix M page 131)

The schedule of meeting dates having been previously considered by the Personnel Committee had been circulated to Councillors.

Cllr Mrs Duncan said that in the past there had been issues with General Purposes Committee meetings being cancelled.

Cllr Goddard said that there were no issues but if there is no business for a committee at that time why would a meeting be called? At the District Council level meetings are not called if there is no business to consider as that is not a productive use of time. The Council has functioned well with the current schedule of meetings for three years. The Councillors make decisions and then the staff need time to carry out the actions from the meetings and to facilitate the business of the Council.

RESOLVED: The schedule of meeting dates for the forthcoming year was adopted having been previously considered by the Personnel Committee.

Proposed by Cllr Goddard and seconded by Cllr Chapman

For: 6

Against: 5

Abstention: 3

102. HONORARY FREEMAN SCHEME (Appendix N page 132 to 136)

Cllr Goddard said that all Councillors had received the guidance for the honorary freemen to be appointed and that he proposed the Council bestow the honour of Honorary Freeman on Trevor Allen. Cllr Goddard said he would give Councillors some facts and figures – Trevor Allen had 44 years uninterrupted service on Lydd Town Council until he chose not to stand at the recent election and that it was unlikely that anyone in the Chamber would achieve that length of service. He has served as the Town Mayor for two years and Deputy Mayor three times. He served on the Planning and Environment Committee, Finance and General Purposes, Amenities, Personnel and Allotments. He had been on several outside bodies including Lydd Twinning and Lydd Club Day and the Romney Marsh Water safety committee Kent Playing Fields Association, National Playing Fields Association, Community Hall, Football Club and Banks Sports and Social Club. Cllr Goddard said that Trevor more than met the criteria to be an Honorary Freeman. Cllr Goddard said that he hoped his proposal would be supported and that he also proposed that delegated authority be given to the Town Clerk to make all the arrangements.

RESOLVED: that Lydd Town Council bestows the title of Honorary Freeman upon Trevor Allen.

Proposed by Cllr Goddard and seconded by Cllr Bob Jones

For: 11

Abstentions: 4

103. PRESS AND PUBLIC EXCLUDED

RESOLVED: To exclude the press and public by reason of the personal and confidential nature of the business of the agenda item

For: 12

Against: 2

Abstention: 1

104. APPOINTMENT OF CARETAKER

Cllr Chapman reported on the appointment of Anthony Quelch as caretaker to Lydd Town Council. Cllr Chapman said that four candidates had been interviewed and that Mr Quelch was called back for a second interview. His references were excellent and he was the best person for the job. There has been very positive feedback about his work so far which he has carried out quickly and in a professional manner. Cllr Chapman asked all Councillors to be supportive and reminded councillors that he is not answerable to Councillors or the public but that he is answerable to the Town Clerk as his line manager.

The meeting closed at 1.11pm.

Chairman _____

Date _____