

MINUTES OF THE ANNUAL STATUTORY MEETING OF LYDD TOWN COUNCIL

held in the Council Chamber at the Guild Hall on Monday 12th May 2025 at 12noon

Present: Councillors: M. Beach, D. Chapman, Mrs S Crump, T. Dawes, Mrs A. Duncan, C. Goddard, Mrs P. Harston, Mrs. J.E. Jones, R.S. Jones, D. Lewis, A. Martin, A. May, Mrs D McKenna, Mrs K. Rye, P Rye

Town Clerk, Angela Alexander.
Assistant Town Clerk, Mrs Diane Cavey
Town Sergeant Andy Wells

4 members of the public

PRAYERS Fr. Jack Greenhalf led the Council in prayers.

90. APOLOGIES Cllr Martin Sweeney (work commitments)

91. ELECTION OF TOWN MAYOR

Cllr Bob Jones (in the Chair) welcomed those present to the meeting:

The nomination papers had been circulated to Councillors with their agenda paperwork

- a) The Chairman read the nominations for Town Mayor which were for Cllr Bob Jones 2 separate nominations. Proposed by Cllr Paul Rye and seconded by Cllr Chapman and proposed by Cllr Goddard and seconded by Cllr Mrs Jean Jones) and Cllr Mrs Duncan (Proposed by Cllr Mrs McKenna and seconded by Cllr Duncan)
- b) The Chairman invited the nominating Councillors to speak in support of their candidate. Cllrs Paul Rye and Clive Goddard spoke in support of Cllr Jones and Cllrs Mrs McKenna and Beach spoke in support of Cllr Mrs Duncan
- c) A ballot was taken and the result announced by the Chairman as follows:

Cllr. R.S. (Bob) Jones 9 votes

Cllr Mrs Ann Duncan 4 votes

Abstentions 2

RESOLVED: That Cllr R.S. Jones be elected as the Town Mayor of Lydd having received the majority of votes.

Cllr. R.S. Jones duly took the Town Mayor's Oath of allegiance and signed the declaration book and addressed the Councillors, Deputy Mayor, Mayoress and Officers of the Council thanking them for their support.

The 4 members of the public present left the meeting at this point.

92. ELECTION OF DEPUTY MAYOR

The nomination paperwork had been circulated to Councillors with their agenda paperwork.

- (a) The Town Mayor read the nomination for Cllr Darren Chapman and asked if there were any other nominations. There being no other nominations the Mayor invited Councillors to vote by a show of hands.

For: 14

Abstentions: 1 (Cllr Mrs Kim Rye)

RESOLVED: That Cllr Darren Chapman be elected as the Deputy Mayor of Lydd Cllr Chapman duly took the Deputy Mayor's Oath of allegiance and signed the declaration book and addressed the Council thanking them for their support.

93. APPOINTMENT OF TOWN MAYOR'S CHAPLAIN

The newly elected Town Mayor invited Fr. Jack Greenhalf to continue as the Mayor's Chaplain for the 2025-26 municipal year. The Mayor's Chaplain confirmed that he was happy to continue in this role.

RESOLVED: That Fr. Jack Greenhalf continue in the role of Mayor's Chaplain.

94. MAYORAL SCHEME (Appendix A page 108 to 109)

The Town Mayor, Cllr Bob Jones advised the Town Clerk that he wished to continue being opted in to the Mayoral Scheme.

Received and noted

95. MINUTES

RESOLVED: That the minutes of the meeting held on Monday 3rd March 2025 were approved and signed by the Chairman as a true record.

Proposed by Cllr May and seconded by Cllr Mrs Jones

Unanimous

96. REGISTER OF ATTENDANCE (Appendix B page 110)

RESOLVED: To receive and note the register of Councillors attendance for 2024-25

97. ASSET REGISTER (Appendix C page 111 to 112)

The updated Asset Register had been circulated to Councillors with their agenda paperwork for their consideration.

RESOLVED: To adopt the Asset Register as at 31st March 2025 as circulated.

Proposed by Cllr Goddard and seconded by Cllr May

For: 14

Abstention: 1 Cllr Mrs McKenna

98. RISK MANAGEMENT (Appendix D page 113 to 124)

The Risk Management document had been circulated to Councillors with their agenda paperwork for their consideration

RESOLVED: To adopt the updated Risk Management document as at 31st March 2025 as circulated.

Proposed by Cllr Paul Rye and seconded by Cllr Chapman.

99. FINANCES**A) Subscription to NALC and KALC**

As agreed at the 2024 KALC AGM, the Annual Subscription for membership to the Kent Association of Local Councils and NALC, year ending 31st March 2026, is based on the published tax base figures for 2023/2024 in the Town Council at 79.5p per 24/25 tax base unit, to a maximum of £1800 plus a standing charge of £70 (all subject to VAT)

To note that the annual subscription for Lydd Town Council is 1,809.38 exc. VAT

RESOLVED: That the subscription to NALC and KALC be approved for 2025-26 for the sum of £1,809.38 + VAT

For: 14

Abstention: 1 Cllr Goddard

Cllr Goddard declared an interest in items B and C being a member of Folkestone and Hythe District Council

B) **Precept remittance**

RESOLVED: *To note the first installment of the Precept 2025-26 of £89,500 has been received from Folkestone and Hythe District Council*

C) **Non domestic rate demand from Folkestone and Hythe District Council**

RESOLVED: *To note that the charge for rates for the Guild Hall payable to Folkestone and Hythe District Council is £2309.40 for 2025-26*

D) **Section 137 expenditure**

The Town Clerk advised that S137 is used to purchase the Christmas tree for the Town now that this is no longer donated by Lydd Ranges.

RESOLVED: *To note the Ministry of Local Government has informed of an increase in the S137 expenditure for 2025-26 the new limit is £11.10 per elector up from £10.81*

E) **Recission of a resolution – gas and electricity supply**

The Town Clerk advised that decisions of the Council are not usually revisited reported on the new information that had come to light which was advised may have affected the decision made by Councillors at the March Council meeting in respect of awarding the new contracts for the supply of both gas and electricity to Octopus. It was noted that this information had been previously circulated to all Councillors and that 13 of 16 Councillors had responded to this information. The new information was that Octopus were asking for a security deposit for all meters for three months of estimated usage plus VAT which would amount to approx.£1,200 with 25% of the deposit being returned each quarter. The matter was discussed with the Internal Auditor; the new information was provided to Councillors on 5th March along with the updated rates on market prices at the time.

Cllr. Alan Martin said that Octopus was still cheaper.

The Town Clerk advised that the difference in cost is minimal (Electricity – Octopus 2,791.90 EDF 2,884.15) and (Gas-Octopus 1,186.40 British Gas 1,189.56) and that due to the security deposit being requested by Octopus the consideration should also take into account the risk to the Council and appropriate use of public funds.

RESOLVED: *To agree a recission of a resolution for the providers of gas and electricity supply to Lydd Town Council as made at the Council meeting on 3rd March 2025.*

To resolve that the suppliers are EDF for electricity to all meters on a 3- year contract and British Gas for Gas to the Guild Hall on a 3- year contract.

Proposed by Cllr Chapman and seconded by Cllr Harston

For 14

Abstention 1 Cllr Alan Martin

100. **ANNUAL INTERNAL AUDIT 2024-2025 (Appendix E page 125 to 127)**

- A) The Town Clerk advised that Councillors had previously considered the qualifications and suitability for the role of Lionel Robbins as part of the re-appointment as the Internal Auditor and this agenda item is for Councillors and Officers to consider the independence of the Internal Auditor. The Town Clerk confirmed that staff members did not have any link to Mr Robbins in a personal, financial or professional way other than in his role as the Internal Auditor. The Town Clerk asked if Mr Robbins was known to any Councillor in any way except in his role as Internal Auditor and it was confirmed that all Councillors did not have any links to Mr Robbins in a personal, financial or professional way,

RESOLVED: *That the Council is satisfied that Mr Robbins is suitably qualified and independent of any link to Members and Officers of Lydd Town Council in either a personal, financial or professional way other than payment of the invoice for his services as the internal auditor.*

- B) Both the AGAR Internal Audit report and the supporting written report for the financial year 1st April 2024 to 31st March 2025 had been circulated for consideration by Councillors.

Cllr Goddard said that the Council gets criticised by a few members of the public but that the financial records and reporting are always excellent and he thanked the Finance Team for their work.

RESOLVED: To approve and adopt the Internal Audit Reports for 2024-25
Proposed by Cllr Goddard and seconded by Cllr Mrs Jones
Unanimous

101. ANNUAL GOVERNANCE STATEMENT SECTION 1 (Appendix F page 128)

Councillors considered the annual governance statement on the Annual Return 2024-2025 and were satisfied that they have the correct procedures in place to authorise the Chairman and Clerk to sign and date Section 1 Annual Governance Statement 2024-25

Cllr Chapman said that the governance by Councillors was in a much better place than it was 6 years ago and thanked the staff for continuing all their hard work.

RESOLVED: Following consideration to agree that the correct procedures are in place and the Chairman and Town Clerk were authorised to sign and date Section 1 of the Annual Governance Statement 2024-25

Proposed by Cllr Paul Rye and seconded by Cllr Dawes
Unanimous

102. ACCOUNTING STATEMENTS FOR 2024-25 SECTION 2 (Appendix G page 129 to 132)

- A) Councillors had received for consideration for approval the Accounting Statements for 2024-25 including the bank reconciliation and supporting bank statements. The Town Clerk explained that the figures for the previous year are shown as 'restated' and this is because as previously reported to Council that we have moved from Payments and Receipts to Income and Expenditure accounting as we have exceeded the £200,000 threshold for three consecutive years.

RESOLVED: To approve the Accounting Statements for the financial year 1st April 2024 to 31st March 2025

Proposed by Cllr Goddard and seconded by Cllr Mrs Harston
Unanimous

- B) Following the approval of the Accounting Statements Councillors considered authorising the Chairman to sign and date Section 2 of the Annual Return 2024-25

RESOLVED: To authorise the Chairman to sign and date Section of the Annual Return Accounting Statements for 1st April 2024 to 31st March 2025

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

- C) **RESOLVED: To receive and adopt the explanation of variances as circulated**

- D) **RESOLVED: To receive and adopt the statement of reserves 2024-25 as circulated**

The Town Clerk advised that the Council should aim to increase the general reserves over the next few years.

103. NOTICE OF PUBLIC RIGHTS FOR THE YEAR ENDING 31ST MARCH 2025 (Appendix H page 133)

Councillors received and approved the Notice of public rights and date for the exercise of public rights for the year ending 31st March 2025. The dates of inspection commence on 4th June 2025 and end on 15 July

RESOLVED: To receive and approve the Notice of Public Rights and dates for the exercise of public rights from 4th June to 15th July.

104. APPOINTMENT TO COUNCIL COMMITTEES AND EXTERNAL BODIES

Following the request forms for preferences for appointment to Council Committees and Outside Bodies being completed by Councillors and circulation with agenda paperwork the Appointment to Council Committees was agreed as follows:

Appointment to Council Committees

Buildings and Amenities (7 members)

T Dawes,
C Goddard
J Jones
R Jones
A Martin
D McKenna
M Sweeney

Personnel (5 members)

D Chapman
C Goddard
R Jones
P Rye
M Sweeney

Planning (10 members)

M Beach
D Chapman
S Crump
A Duncan
P Harston
J Jones
R Jones
D Lewis
A May
K Rye

RESOLVED: *Councillor appointment to Committees as set out above received and approved*

A) Appointment of Council representatives to External organisations 2025-26

Councillors had been asked to provide their preferences for appointment as Town Council representatives to outside bodies. These were agreed as follows:

Name of Organisation	Councillors
Lydd Airport Consultative Committee	B Jones, A Martin (sub)
Lydd Club Day Committee	Chapman, Beach, Crump, Lewis, Harston
Lydd Twinning Committee	Beach, Lewis, Harston
Dungeness Power Station SSG	B Jones, A Martin, J Jones (sub)
Lydd Community Hall Committee	J Jones, B Jones, Lewis, Harston
Internal Drainage Board	K Rye, A Martin (sub)
Romney Marsh Forum	Goddard, B Jones
Banks Sports and Social Club	Chapman, J Jones (sub)
Planning User Group	Harston

Highways Lengthsman
KALC Area Committee
Confederation Cinque Ports Champion

K Rye (Town), A Martin (Coast)
Sweeney, Harston
Goddard 4-year appointment

RESOLVED: Appointment to Outside Bodies as set out above received and adopted

105. DATES OF FORTHCOMING ORDINARY MEETINGS, ANNUAL TOWN AND PARISH MEETING AND ANNUAL STATUTORY MEETING 2025-26 (Appendix I page 134)

RESOLVED: Councillors received and adopted the list of meeting dates for the forthcoming year

The meeting closed at 12.54 pm

Chairman _____

Date _____