

MINUTES OF A MEETING OF LYDD TOWN COUNCIL PERSONNEL COMMITTEE

Held on Monday 23rd June 2025 at 6.30pm in the Guild Hall Parlour

Present: Councillors Darren Chapman (Chairman), R.S. Jones, Clive Goddard, Paul Rye and Martin Sweeney
Angela Alexander – Town Clerk

114. ELECTION OF CHAIRMAN

RESOLVED: *That Cllr Darren Chapman be re-elected as Chairman of the Personnel Committee.*

Proposed by Cllr Bob Jones and seconded by Cllr Goddard
Unanimous

115. APOLOGIES FOR ABSENCE

None

116. DECLARATIONS OF INTEREST

None

117. MINUTES

RESOLVED: *The minutes of the meeting held on 14th April 2025 were agreed as a true record of the meeting and signed by the Chairman*

Proposed by Cllr Bob Jones and seconded by Cllr Paul Rye
Abstentions: 2 Cllrs Goddard and Sweeney

118. PRESS AND PUBLIC EXCLUDED

RESOLVED: *that this meeting be held without press or public present as the content of discussions will involve confidential matters and is therefore exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972, to be treated as confidential by Members*

119. STAFFING MATTERS (Appendix A page 146 to 147)

Confidential report 2025 – C0007

- a) The Chairman, Cllr Chapman reported on the meeting with member of staff for consideration by the Personnel Committee
- b) Committee members to consider the report and agree on any action including allocation of hours
Following discussion by Councillors it was agreed that delegated authority be given to the Town Clerk to engage the services of contractors for small tasks up to a specified sum. All materials to be supplied and labour costs only to be paid.
RESOLVED: *Delegated authority to Town Clerk to engage contractor services within agreed budget.*
Unanimous
- c) Councillors discussed the progress with transition to Online banking and reviewed the Online Banking Policy as circulated.
- d) Councillors to receive a report on the Finance Officer workload since beginning of financial year 1st April and the transition to Scribe and consider additional hours as worked to date and any additional hours required to complete tasks.

Councillors discussed that the main priority is to progress the opening of the bank account and move to online banking by end of July. It was noted that the Finance Officer has been working 2 extra hours per week on progressing Scribe and Unity Bank. Councillors discussed that the extra hours were for task and finish and that the additional hours would therefor cease at the end of July.

RESOLVED: That the focus of finance work is the opening of Unity Trust Bank and move to online banking by end July and the additional 2 hours per week allocated for this transitional work for Scribe and Online banking cease at end July.

Unanimous

e) Holiday hours and TOIL report

Councillors considered the position on holiday hours and workload of staff.

Annual leave 2025-26

Each year the office closed for the Summer and Christmas holiday break as this gives the staff time to use holiday leave. It is usual during this period to display notices on the website, noticeboards, doors of the Guild Hall, auto response when telephoning the Guild Hall and emailing Officers requesting that any urgent matters should be directed to the Mayor or Deputy Mayor of Lydd during the times of holiday closure.

Update on 2024-25

All carried forward holiday hours from end of leave year 2024-25 ending 31st March 2025 in respect of the Finance Officer and Assistant Town Clerk have now been taken by end May 2025.

The situation regarding using untaken holiday leave was explained to the Caretaker who did not wish to take any holiday hours owed on the use it or lose it basis.

Last Summer the intention was that the Caretaker took summer leave at a different time from the Office staff and that he would work closely on projects with the Mayor who would then be able to supervise his work and attendance. The Mayor advised that this was not successful and so it should be considered by the Committee what the approach should be for the forthcoming summer break.

As the September Council meeting falls on the 1st of the month and Monday 25th August is a bank holiday the August holiday closure will need to be planned early in the month to allow for Agenda paperwork to be processed as this will need to be sent out on 27th August.

The August holiday closure will therefore be planned to start on 4th August with a return to work on 18th August. This will mean that staff use up the following hours during the summer closure;

Town Clerk	74 hours
Assistant Town Clerk	32 hours
Finance Officer	24 hours
Caretaker	12 hours

It is suggested that the Christmas shut down should be from 22nd December 2025 with a return to work on 5th January 2026. This will mean that the staff use up the following hours during the Christmas closure.

Town Clerk	45 hours
Assistant Town Clerk	22 hours
Finance Officer	16 hours
Caretaker	to be reviewed

In this leave year so far, the Finance Officer has taken holiday hours on 9th 11th and 12th June which leaves her with 15.2 hours leave to take based on a 12- hour week and will be taking leave in September.

The Assistant Town Clerk has leave booked from 13th until 22nd October which will leave her with 9.60 hours left to take. In addition to holiday hours the Assistant Town Clerk accrues TOIL when on duty at events such as VE 80, Lydd in Bloom and Lights and the Band Concert. Diane accrued 6.25 hours TOIL from VE Day and has so far taken 4 hours of these. The Assistant Town Clerk is paid for 16 hours per week which is made up of 15 hours per

week plus an additional 1 hour per week for attendance at Council and Town Meetings which is 52 hours per year. Mayor Making in May takes place during the normal working day and so there are 6 Council meetings, 11 Planning meetings and the Town Meeting which would be attended. The Planning meetings usually take place on the same evening when the 6 Council meetings are held.

The Town Clerk has taken 1.5 hours holiday (this was originally booked as 4 hours on Thursday afternoon but then was reduced due to attending a GDPR webinar on the Friday). and has booked 2nd and 8th July as leave which will leave 96.70 hours of holiday to take.

Extra hours worked are not taken as TOIL and a 'rolled up salary' is paid

Councillors considered the approach to 'emergency' situations that arise during her period of leave – an example of this was the smashed window at the rear of the Guild Hall which was discovered on the first day of August shut down last year.

Councillors raised the point that the Town Clerk is often contacted out of hours by phone but that she should be allowed leave without interruptions. The Mayor to deal with matters and not to contact the Town Clerk until her return from leave when outstanding problems can be solved. The Chairman said that he is concerned that the Town Clerk is not able to take her holiday leave and that this should not continue.

Councillors also discussed that a review of hours worked, TOIL etc should be undertaken and it was noted that the Council and Planning meetings do not last as long as they did in years gone by and this should be factored in.

RESOLVED: That a review of meeting hours be undertaken and this to be considered along with workload, TOIL and ensuring holidays are able to be taken by all staff members. This to be reviewed and considered by the Personnel Committee prior to the October appraisals
Unanimous.

120. LOCAL COUNCIL DATA PROTECTION COMPLIANCE

a) The Town Clerk reported as follows:

On Friday 13th June 2025 I attended a free Webinar run by Breakthrough Communications concerning the additional level of assertion to be included on the AGAR for this financial year. The external auditors are now moving to cover compliance and governance as well as finances as part of their audit. They will now cover compliance with GDPR which will be 'box 10' on the AGAR.

Starting from the 2025/26 AGAR, every parish and town council will have to confirm that they are compliant with their legal obligations under UK GDPR and The Data Protection Act.

Following publication of the SAPPP 2025 Practitioners' Guide, important changes are coming regarding how councils declare their data protection and information compliance. From the 2025/2026 financial year, parish and town councils will have to confirm their compliance with UK GDPR, the Data Protection Act, and other digital governance obligations as part of their Annual Governance and Accountability Return (AGAR)

The new Annual Governance Statement (AGS) Assertion 10 requirements will focus on local council digital governance, UK GDPR compliance, and website/email standards.

Assertion 10 also includes web accessibility compliance, provision of council-owned email accounts and adopting gov.uk domains. (Lydd Town Council has already put in place our gov.uk email addresses and website but the website also covered Councillors not wishing to comply)

Extract below from the NALC website

Communications and compliance advice

Parish and town councils increasingly focus on improving communication with residents, especially when addressing complex or challenging issues. Effective communication and consultation are also key to parish and town councils developing annual plans and policies and engaging residents with their activities. Parish and town councils face the

challenge of complying with data protection, Freedom of Information, and Subject Access Requests alongside their day-to-day work.

To support parish and town councils in this area, we have partnered with Breakthrough Communications to offer a free and confidential advisory and support service covering several facets of council communications and information compliance. The support includes assistance with crisis communications, community consultation and engagement, dealing with the press and media, and social media. Additionally, it provides help with Freedom of Information requests, Subject Access Requests, and other matters relating to data protection.

Breakthrough Communications brings extensive experience and sector-specific knowledge supporting parish and town councils and understanding their unique challenges. They work with county associations and a wide range of parish and town councils, delivering tailored support that includes developing communication strategies, running consultations and surveys, and advising on data protection and governance.

End

During the webinar it was stressed that Breakthrough Communications do not act as a Data Protection Officer (Lydd Town Council uses Satswana for this advice) but they are offering templates and training to ensure that we have everything in place to ensure we have compliance in place prior to the end of the financial year as this will form part of the Audit.

Breakthrough Communications is offering a new support package for local councils, called The Local Council Data Protection Compliance Toolkit which I would like the Committee to consider registering for.

The Data Protection Compliance Kit service includes the following:

A support framework to get GDPR compliant with updates as rules, legislation and laws change. Online training modules, ready to use templates and resources and a range of interactive online sessions with local council GDPR and information compliance experts where we can ask questions and get tailored advice. Support with building compliant processes and developing specific policies in line with the new requirements set out in the new Practitioners' Guide Assertion 10 requirements, which will save officer time

The Data Protection Compliance Kit usually costs £695. If we register before the 30th June 2025, we save £200 for those who attended the webinar at a cost of £495. We can register from 1st July for £695

Received and noted

- b) Councillors considered the options to subscribing to the Breakthrough Communications compliance support and templates. It was discussed that the payment options were by BACS or card payment and that the Town Clerk had enquired if a cheque would be accepted but that this payment facility was not available to us. The online banking would not be up and running in time and therefore the Town Clerk to make the payment on a personal card and reclaim the money by cheque from the Town Council.

RESOLVED: To subscribe to Breakthrough Communications and the payment to be made by the Town Clerk who is to be reimbursed by cheque

Unanimous

121. COMPUTER UPGRADE

The Town Clerk reported on progress with obtaining quotes and options in time for the July Council meeting for consideration. It was noted that the three quotes promised under the KCC(KCS) framework agreement had not worked out as planned despite chasing and had resulted in one quote and a part quote and one company declining to quote due to the contract not being large enough. There is an additional quote outside of the framework agreement from our current IT provider.

It was further discussed that we previously used the budget for computer capital costs to pay for the last by election and therefore virements to the budget would need to be made to cover the costs.

RESOLVED: That that the quotes as received be reported to full Council for a decision to be made.

Unanimous

122. CIVIC PROTOCOL (Appendix B page 148 to 151)

The Town Clerk advised that following Mayor Making a meeting is held with the Mayor and Mayor's secretary to consider the way of working and to streamline the process and update the Civic Protocol to reflect this.

It was discussed that the Mayor has set a boundary to his consideration of invitations which is the Confederation of the Cinque Ports and any other major Civic events outside this boundary. The Town Clerk sends invitations to the Mayor and Secretary and these will now only go to the Mayor if within the boundary and his secretary to send decline emails to all other invitations. It had been agreed that there is no need to print everything out as this is costly and time consuming and that printing will only be done when an invitation is accepted. Cllr Goddard said that the District Council were no longer holding receptions at Christmas and May Annual meeting as everyone was very conscious of saving money and staff resources.

RESOLVED: That the updated Civic Protocol be adopted and working practices implemented.

Unanimous

The meeting closed at 20.24

Chairman Signature _____

Date _____

LYDD TOWN COUNCIL

JUNE 2025

ELECTRONIC PAYMENT POLICY

With the transition to Unity Trust Bank and the ability to make online payments is in place the preferred payment method will be by electronic payments. The ability to make payments by cheque will be retained to ensure that if a payee has a clear preference for payments to be made to them in this way it is still possible.

1) Documentation for authorisation of payments

- 1.1 A BACS payment report will be prepared detailing the payments that are to be made in the payment run – the document will be prepared by the Finance Officer
- 1.2 All supporting documents such as supplier invoices and/or supporting information for payments will be prepared to evidence the BACS payments to be made.
- 1.3 All payments will be processed on the Unity Trust Bank online banking facility in preparation for authorisation by two account signatories as listed on the bank mandate – this will be processed by the Finance Officer
- 1.4 The BACS payment report and all supporting documents will be sent by email to **all bank signatories** as listed on the bank mandate with a request to them check the payment list and invoices and once satisfied to log in to the UTB online banking facility to approve payments.
 - a) Signatories will receive the payment list and scanned images of invoices etc
 - b) If a signatory is not satisfied with the documents provided, they should email the Town Clerk and Finance Officer and copy this to all bank account signatories
- 1.5 **Signatories will need to log into Unity Trust Bank Website to set themselves up using the secure method as follows:**
 - a) A User ID and password will be provided by Unity Trust Bank in a letter to each signatory.
 - b) Signatory is required to log in within a certain timeframe – otherwise this will lapse and will be no longer valid.
 - c) On the first time of log in the signatory can change their password and will be asked to create a six- digit memorable PIN number
- 1.6 **Each time the signatory logs in thereafter the following steps are to be followed:**
 - a) Enter user name and password
 - b) Signatory will be asked to enter 2 numbers from the 6 digits of the memorable PIN number they have created and these will differ at each time of log in.
 - c) Signatory will be sent a 4- digit code via a text message to the mobile phone logged with Unity Trust Bank and on entering this number into the Unity Trust Bank website will be logged into the Lydd Town Council bank account and be able to authorise payments set up for approval.
- 1.7 The Finance Officer will monitor the online bank account until the outstanding payments have been authorised by any **two** of the signatories.
- 1.8 Once **two** signatories have authorised the payments they will be made from the current account and will cease to show as *awaiting authorisation*. The UTB account will record the names of the two signatories who have authorised the transactions.
- 1.9 As soon as possible after the payments have been made from the current account the Finance Officer will download the transaction record and print this off showing the authorisation.
 This record will be filed with the printed BACS Payment Report for that payment run – this is in place of the two signatories initialling the cheque counterfoil and will form part of the audit records.
 The Payment report will form part of the financial reporting going to full Council for ratification with the agenda pack.

2) Financial security and management of risk

2.1 Each user of the online payment process has separate functions which is pre-set by the bank and cannot be changed. The Town Clerk and Finance Officer are authorised to view the account and to create payments, but is unauthorised to make the payments on behalf of the Town Council.

All account signatories as on the bank mandate are able to view the payments awaiting authorisation and to make the authorisation only. Each payment requires authorisation by **two** account signatories. It will be the first two signatories accessing the online banking who do so.

The account signatories cannot set up payments to be made they can only authorise them. The Officers cannot authorise the payments only set them up ready for authorisation by two signatories.

The above system replicates the system of payments made by cheque where the officer writes the cheque which is then signed by two signatories.

3) Audit

All records of payments made through the online banking will be printed and filed and made available to the Independent Internal Auditor for validation during the internal audits.

Prepared by Town Clerk June 2025

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.

Nominations are submitted in advance except for election year and must be seconded by another Councillor with the vote taking place at the Annual Mayor Making in May.

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 to appoint his or her own consort for the Mayoral term 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 an I-Pad for use throughout their Term of Office. This must be returned when they relinquish the role of Councillor

The Mayor's secretary receives both Civic and Social 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.

Civic Protocol adopted June 2022 reviewed and updated June 2025

The Mayor's secretary following providing this information to the Mayor will respond on their behalf to the Organisers of the function in a timely manner.

This process will be reviewed when the Councillor in the role of Mayor changes.

The current Mayor Cllr Bob Jones was invited to meet with the Town Clerk and Mayor's secretary on Monday 2nd June 2025 to discuss and refine the procedures around management of the Mayor's diary so as not to cause unnecessary workload and printing and discuss the boundaries around attendance at functions and events for the forthcoming Mayoral year

Cllr Jones confirmed that he only wishes to receive invitations from all organisations falling within the Parish of Lydd, the Councils which fall within the boundaries of the Cinque Ports geography and will include all Civic and Ceremonial events relating to the Cinque Ports outside of this geography and events arranged by the Lord Warden.

This geographical area to be reviewed following Devolution and Local Government reorganisation or a Local Government Boundary Review.

All invitations arriving within the agreed boundary will be sent to the Mayor by email so that these may be considered. The Mayor's secretary to ensure that all details including menus, parking arrangements etc are sent to the Mayor with the invitation if available.

The Mayor to respond to the Mayor's secretary within 7 days with an **Accept or Decline** response so that these can be dealt with in a timely manner.

Any invitations outside the scope detailed above will receive an immediate response of **Decline** to be sent by the Mayor's secretary and will not be shared with the Mayor or their consort for their consideration.

The Mayor's secretary **will not print** any paperwork until a response to accept the invitation has been received from the Mayor. The Mayor will return any menu choices to the Guild Hall for action by the Mayor's secretary.

The Mayor should include when accepting an invitation whether he/she will be taking their consort. If the Mayor cannot attend, they may request that the Deputy Mayor attend on their behalf. The cost of this will be covered by the Mayoral allowance as set out in the Councils agreed budget head.

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 or badges, transport and parking arrangements and refreshments.

Only the confirmed events are entered into the Mayor's office diary detailing as much information as possible. This information is to be shared with the Mayor.

If an event is offered to the Deputy Mayor who then declines the invitation 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 but may assist at the Mayor's request.

All civic engagements are arranged through the Town Council Officers and should be reported to full Council to ensure public accountability and openness.

Where the Mayor is approached personally concerning an official Mayoral event they must advise that the Town Council office is the only route through which an engagement is authorised.

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

Civic Protocol adopted June 2022 reviewed and updated June 2025

make a public announcement. The Mayor may decide on one main charity or support two or three local charities which will be published on our website. 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 as agreed in the Town Council's budget. The allowance can be used for expenses such as:

To meet the expenses of hosting official functions

To cover the expenses of attending official functions and event such as food and travel expenses

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.

The Mayor must keep accurate records of other expenses incurred and provide receipts to ensure these are in line with the approved budget and guidelines adopted by the Council.

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 if 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 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 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 and provide a copy of that insurance to the Mayor's secretary. 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 which meets the requirements of our insurers at the time 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

Civic Protocol adopted June 2022 reviewed and updated June 2025

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):

Annual Council meeting Mayor Making
 Mayor's Sunday
 Annual Town Meeting (Parish Assembly)
 Confederation of the Cinque Ports Standing Joint Committee, Speaker's Day, Walmer Castle Remembrance Sunday
 Twinning Events
 Honorary Freeman Ceremonies
 Lydd Club Day
 Christmas Band Concert
 Other Council Civic Services, Civic Events etc

Civic events will require the wearing of robes (on occasions) and the Chains of Office and the Town Clerk and Town Sergeant will normally be in attendance at these events. Confederation of the Cinque Ports events may also specify the attendance of the Deputy Mayor or Cinque Port Champions and on these occasions their black Council robes should be worn.

The Mayor's secretary will ensure that copies of invitations and all paperwork will be provided without delay for the Town Clerk, Deputy Mayor and/or Cinque Port Champion for these occasions.

Transport to functions and events outside the Parish of Lydd

Where an event requires the wearing of robes by the Mayor, Deputy Mayor, Town Clerk etc then the Town Sergeant should be in attendance and act as the driver and custodian of the regalia. This will fall under his Civic duties for which the honorarium is given.

For Official social functions sanctioned by the Town Council the Mayor may use another driver such as car share with other Mayors or a registered Taxi service where the cost may be claimed from the approved Mayoral allowance on production of an invoice or receipt.

Non official functions

The Mayoral chains must not be worn during non-official functions or personal events such as:

Private gatherings
 Social events not sanctioned by the Town Council
 Any event where the Mayor is not representing the Town Council in an official capacity

Review

This protocol will be reviewed regularly to ensure it remains relevant and effective,

Civic Protocol adopted June 2022 reviewed and updated June 2025