

Appendix A to the minutes of the Town Council Meeting on the 8th March 2021.

ROMNEY MARSH TENNIS & PICKLE BALL CLUB

Aims:

To establish an accessible, affordable and local community-based set of facilities that appeal to all age groups for the benefit of both physical and mental well-being.

Facilities:

The 3 derelict hard tennis courts on the Dennes Lane site plus a suitable indoor arena for Pickle Ball currently including-

- The Marsh Leisure Centre, New Romney
- Lydd Community Hall, Lydd
- Newchurch Village Hall, Newchurch

Accessibility:

Tennis is a long-established sport in the UK but is still viewed by some mistakenly as elitist, given the number of free courts that now exist. It rarely appears in a school sports curriculum because the sports grounds have been either sold or used for on-demand schoolrooms, while public courts are in ever short supply.

Pickle Ball was originally a children's yard game in the USA that's become an indoor version of the park tennis game. It's less strenuous and attracts many from the older set.

Demographic (the Facts):

We're persistently being told that our younger generations are obese from poor diet and lack of exercise. There is increasing evidence of heart conditions among the elder generation deriving from the same lack of proper diet and exercise regimes since sporting activities became depopularized in the 1980s with the advent of electronic gadgets and games. The result is an across the board abrogation of responsibility for personal, physical and mental health

Demographic (The Challenge):

Encourage all age groups, social backgrounds and abilities to take charge of their physical well-being by embarking on a program of exercise through sports. Lydd Primary School has committed towards adding tennis to their sporting curriculum once the facilities at Dennes Lane are available, throughout their age range with mini-tennis for the younger pupils.

The Cost:

To fully resurface the existing courts, replace all fencing and fence posts, make good boundaries, add a disabled ramp and wider gate plus new tennis nets and posts has been quoted at between £60,000 and £70,000 plus VAT. An alternative price for a "make good & repair" (essentially the entire works but with the surface repaired and repainted) is £20,000 with no VAT.

The Funding:

Lydd Town Council hold just over £2,500 left in trust by the former Lydd Tennis Club when it folded 15-20 years ago. The newly-formed Romney Marsh Tennis & Pickle Ball Club have £2,000. There is possibly scope within the LTC budget to add £5,500 so that there could be £10,000 with which to apply for a matching grant which would then be sufficient to finance the "make good & repair" proposal and see sport re-commence at Dennes Lane.

Alternatively, the RMT&PBC's affiliation with Banks Sports & Social Club will involve membership of the Shepway Sports Trust Active 50 group and routes into various private funding organisations such as The Roger De Haan Foundation. Other local businesses have shown support and Bretts have already offered to provide all materials free of charge. Approach avenues are open to Dungeness Power Station and the Wind Farm while specialist bodies such as the Lawn Tennis Association, the Judy Murray Foundation and the Shepway Sports Trust itself are open to applications.

Appendix B to the minutes of the Town Council Meeting on the 8th March 2021

PAYMENTS (2020-2021)				
16.01.21	ICO	ZA035815 Data protection fee to 16/01/22	DD	35.00
24.01.21	Corona Energy	Invs876295/6/7/8 Electricity December 20	DD	210.29
	VOID	SPOILED CHEQUE	CQ4056	0.00
25.01.21	Opus Energy	Inv40121487 Festive lighting unmetered supply December 2020	DD	3.95
	VOID	SPOILED CHEQUE	CQ4057	0.00
27.01.21	Salaries and PAYE	Month 11	CQ4058-4060,4067	5,096.94
27.01.21	KCC re Kent Pension Fund	Pensions contributions - Month 11	CQ4061	1,166.50
27.01.21	Office Depot International (UK) Ltd	Inv673802 Envelopes, pens, stapler and facemasks	CQ4062	74.34
27.01.21	KALC	Invs1584488939,1587765179,1590302205,1590307531 Cllrs' training "The Dynamic Councillor" 23/02/21	CQ4063	240.00
27.01.21	Mrs Judith P Johnson	Inv00327 Finance assistance January 2021	CQ4064	627.00
27.01.21	Mrs Judith P Johnson	Reimburse for replacement noticeboard keys	CQ4066	8.95
	VOID	SPOILED CHEQUE	CQ4068	0.00
18.01.21	KCS	InvKPS184340 Copier rental 21 Jun 20 - 20 Sep 20	DD	117.55
18.01.21	KCS	Invs13728590,13730448 Stationery and gloves	DD	158.70
20.01.21	British Gas Business Services	Boiler contract	DD	93.70
12.02.21	Lloyds Bank	Inv332040034 charges 10 Dec 20 to 09 Jan 21	DD	30.77
22.02.21	Corona Energy	Invs897186/87/88/89/90/91/92/93/94 Electricity January 21 and back charges for removed meter (GH)	DD	523.60
01.03.21	Opus Energy	Inv40272551 Festive lighting unmetered supply January 2020	DD	4.02
01.03.21	Kent Association of Local Councils	Invs1611139275,1611133115,1613588799,1616422187 Conference and cllrs' training	CQ4069	240.00
01.03.21	Salaries and PAYE	Month 12	CQ4070-4074	5,110.48
	VOID	SPOILED CHEQUE	CQ4075	0.00
01.03.21	KCC re Kent Pension Fund	Pensions contributions - Month 12	CQ4076	1,166.50
01.03.21	Lydd Allotments Association	Annual management payment and contribution towards replacement tiles	CQ4077	3,200.00
03.03.21	Diane Cavey	Reimburse Amazon invoice Condolences book and funeral items	CQ4078	74.35
01.03.21	Mrs Judith P Johnson	Inv00328 Finance assistance February	CQ4079	471.00
	VOID	SPOILED CHEQUE	CQ4080	0.00
01.03.21	Office Depot International (UK) Ltd	Inv966649 Paper, file wallets, pens		66.49

Appendix B to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

03.03.21	Bentham Ltd	InvsIN867243,867244 Inkjet cartridges		174.04
03.03.21	J H Young Ltd	InvSI0039137 Fence posts and postcrete		34.32
03.03.21	KCS	InvKPS191997 Copier rental 21 Sep 20 - 20 Jun 21	DD	476.10
03.03.21	Rolfes DIY LLP	Inv2882 Utility key, mortice key		15.57
03.03.21	Dominic Hyson	Window cleaning 01.02.21		50.00
03.03.21	British Gas Services (Commercial) Ltd	InvBR2468838SE Boiler repair		205.20

RECEIPTS (2020-2021)				
27.01.21	SECANHST	Rental of restroom for ambulance personnel 2020-21 InvLTC4126	T/FR	5,200.00
28.01.21	Deposit	Allotment rents and deposits	500130	140.00
02.02.21	HMRC	VAT refund	BGC	1,440.00
09.02.21	Lloyds Bank	Reserve account interest	Credit	0.60
11.02.21	Deposit	Allotment rents and deposits	500131	110.00

Appendix B to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

Bank Reconciliation Statement			
for the Period Ending			
28-Feb-21			
BANK and CASH:	Statement Date.	£	
Lloyds TSB Current Account	19-Feb	182,385.72	
Lloyds TSB Reserve Account	12-Feb	76,085.94	
Petty Cash		100.00	258,571.66
LESS Unpresented Items:			
CQ3981		20.00	
CQ4051		1,166.50	
CQ4053		120.00	
CQ4057		1,200.00	
CQ4059		213.37	
CQ4063		240.00	
CQ4067		1,266.44	
CQ4068		2,000.00	
Corona Energy	DD 22/02	523.60	
			6,749.91
Plus credits not yet at bank			-
			251,821.75
Opening balance			215,478.51
PLUS Receipts			164,518.04
LESS Payments			128,174.80
Balance Carried Forward:			251,821.75

Appendix B to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

J31B1N00M62MBA0000002213001001 367 000

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



Your account statement

Issue date: 22 January 2021

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



BUSINESS ACCOUNT
LYDD TOWN COUNCIL

Account summary

Balance On 15 Jan 2021 £188,551.02
Total Paid In £0.00
Total Paid Out £4,574.76
Balance On 22 Jan 2021 £183,976.26

Account activity

PLAN07G2100000

M3281N03F08 D3281N03MHT

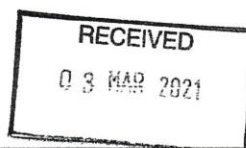
Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
15 Jan 21		STATEMENT OPENING BALANCE			188,551.02
18 Jan 21	DD	KCC COMMSERV D/D C119858 ✓		117.55 ✓	188,433.47
18 Jan 21	DD	KCC COMMSERV D/D C119858 ✓		158.70 ✓	188,274.77
19 Jan 21	CHQ	004033 ✓		600.00 ✓	187,674.77
20 Jan 21	DD	BGB SERVICES 400099150060121000 ✓		* 93.70 ✓	187,581.07
20 Jan 21	CHQ	004052 ✓		2,125.20 ✓	185,455.87
20 Jan 21	CHQ	004050 ✓		1,266.24 ✓	184,189.63
22 Jan 21	CHQ	004047 ✓		213.37 ✓	183,976.26
22 Jan 21		STATEMENT CLOSING BALANCE	0.00	4,574.76	183,976.26

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

Page 1 of 2 / 0002213 / 0008447



Wester
03/03/21

* boiler contract? which quote/invoice??

Appendix B to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

J31B1U00K1DMBA0000009174001001 367 000

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



Your account statement

Issue date: 29 January 2021

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



BUSINESS ACCOUNT

LYDD TOWN COUNCIL

Account summary

Balance On 22 Jan 2021	£183,976.26
Total Paid In	£5,340.00
Total Paid Out	£1,472.64
Balance On 29 Jan 2021	£187,843.62

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
22 Jan 21		STATEMENT OPENING BALANCE			183,976.26
25 Jan 21	DD	OPUS ENERGY CORPORA 1069899		3.95	183,972.31
25 Jan 21	DD	CORONA ENERGY RETA D000019619C2101211		210.29	183,762.02
25 Jan 21	CHQ	004048		532.40	183,229.62
26 Jan 21	CHQ	004022		42.00	183,187.62
26 Jan 21	CHQ	004018		42.00	183,145.62
27 Jan 21	BGC	SOUTH EAST COAST A 16590253870	5,200.00		188,345.62
28 Jan 21	DEP	500130	60.00		188,405.62
28 Jan 21	DEP	500130	80.00		188,485.62
29 Jan 21	CHQ	004031		402.00	188,083.62
29 Jan 21	CHQ	004054		240.00	187,843.62
29 Jan 21		STATEMENT CLOSING BALANCE	5,340.00	1,472.64	187,843.62

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

BGC - Bank Giro Credit

DEP - Deposit

W. Alexander
03/03/21

PLAUC092100000

M32B1U0442E D32B1U0442C

Page 1 of 2 / 0009174 / 0038407

Appendix B to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

J31B2600LFRMBA0000002627001001 367 000

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



Your account statement

Issue date: 5 February 2021

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

03 MAR 2021
RECEIVED



BUSINESS ACCOUNT

LYDD TOWN COUNCIL

Account summary

Balance On 29 Jan 2021	£187,843.62
Total Paid In	£1,440.00
Total Paid Out	£1,483.21
Balance On 03 Feb 2021	£187,800.41

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
29 Jan 21		STATEMENT OPENING BALANCE			187,843.62
01 Feb 21	CHQ	004042		68.48	187,775.14
*02 Feb 21	CHQ	004055		1,414.73	186,360.41
03 Feb 21	BGC	HMRC VAT REPAY 202 4950 95	1,440.00		187,800.41
03 Feb 21		STATEMENT CLOSING BALANCE	1,440.00	1,483.21	187,800.41

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:

CHQ - Cheque

BGC - Bank Giro Credit

Handwritten signature
03/03/21

PJ860FF2100000

M31B2600LFRMBA0000002627001001

Page 1 of 2 / 0002027 / 0010109

Appendix B to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

J31B2D00FK7UAA000000407001004 000

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



Your account statement

Issue date: 12 February 2021

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



BUSINESS ACCOUNT

LYDD TOWN COUNCIL

Account summary

Balance On 05 Feb 2021	£187,800.41
Total Paid In	£110.00
Total Paid Out	£3,751.25
Balance On 12 Feb 2021	£184,159.16

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
05 Feb 21		STATEMENT OPENING BALANCE			187,800.41
08 Feb 21	CHQ	004060 ✓		2,398.54 ✓	185,401.87 ✓
11 Feb 21	CHQ	004066 ✓		8.95 ✓	185,392.92 ✓
11 Feb 21	CHQ	004064 ✓		627.00 ✓	184,765.92 ✓
11 Feb 21	DEP	500131 ✓	110.00 ✓		184,875.92 ✓
12 Feb 21	CHQ	004058 ✓		685.99 ✓	184,189.93 ✓
12 Feb 21	PAY	SERVICE CHARGES REF : 332040034 ✓		30.77 ✓	184,159.16 ✓
12 Feb 21		STATEMENT CLOSING BALANCE	110.00	3,751.25	184,159.16

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:

CHQ - Cheque

DEP - Deposit

PAY - Payment

M. Alexander
03/03/21

Appendix B to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

J31B2K00J2BMB0A0000002539001001 367 000

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



Your account statement

Issue date: 19 February 2021

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



BUSINESS ACCOUNT

LYDD TOWN COUNCIL

Account summary

Balance On 12 Feb 2021	£184,159.16
Total Paid In	£0.00
Total Paid Out	£1,773.44
Balance On 17 Feb 2021	£182,385.72

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
12 Feb 21		STATEMENT OPENING BALANCE			184,159.16
15 Feb 21	CHQ	004065 ✓		532.60	183,626.56
16 Feb 21	CHQ	004061 ✓		1,166.50	182,460.06
17 Feb 21	CHQ	004062 ✓		74.34	182,385.72
17 Feb 21		STATEMENT CLOSING BALANCE	0.00	1,773.44	182,385.72

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.

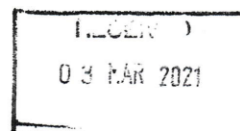
Payment types:

CHQ - Cheque

P.LBKOH52100000

M3B2K00J2BMB0A0000002539001001

Page 1 of 2 / 0002539 / 0009949



Handwritten signature
03/03/21

Appendix B to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

J31B2D00FKEMBA0000002939001002 367 000

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



Your account statement

Issue date: 12 February 2021

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



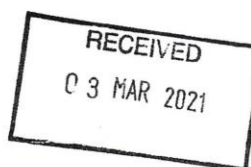
BUS BANK INSTANT
LYDD TOWN COUNCIL

Account summary

Balance On 15 Jan 2021	£76,085.34
Total Paid In	£0.60
Total Paid Out	£0.00
Balance On 09 Feb 2021	£76,085.94

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
15 Jan 21		STATEMENT OPENING BALANCE			76,085.34
09 Feb 21		INTEREST (GROSS)	0.60		76,085.94
09 Feb 21		STATEMENT CLOSING BALANCE	0.60	0.00	76,085.94



Malcolm
03/03/21

PJBD09A2100000

M3B2D01FIL

D3B2D01FIL

Page 1 of 4 / 0002939 / 0013475

Appendix C to the minutes of the Town Council Meeting on the 8th March 2021**LYDD TOWN COUNCIL BRIEFING NOTE****February 2021****Guidance on Declarations of Interest****Disclosable Pecuniary Interest (DPI)**

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Appendix C to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

DEFINITIONS TO DISCLOSABLE PECUNIARY INTERESTS

This note relates to the interpretation of Disclosable Pecuniary interests (DPIs). It is for guidance only and Councillors should form their own view as to whether an interest is a DPI. Disclosure of the following interests relate to the Councillor personally and the interests of their Partner.

DPI	PRESCRIBED DESCRIPTION
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Councillor in carrying out their duties as a Councillor or toward the election expenses of the Councillor. This includes any payment or financial benefit from a trade union with the meaning of the Trade Union and Labour Relations Act 1992.
Contracts	Any contract which is made between the relevant person (or body in which the relevant person has a beneficial interest) and the relevant authority- <ul style="list-style-type: none"> a) Under which goods or services are to be provided or works are to be executed: and b) Which has not been fully discharged
Land	Any beneficial interest in land which is within the area of the relevant authority
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
Corporate Tenancies	Any tenancy where (to the Councillors knowledge) – <ul style="list-style-type: none"> a) The landlord is the relevant authority b) The tenant is a body in which the relevant person has a beneficial interest
Securities	Any beneficial interest in securities of a body where- <ul style="list-style-type: none"> a) That body (to the Councillors knowledge) has a place of business or land in the area of the relevant authority: and b) Either <ol style="list-style-type: none"> 1. The total nominal value of the securities exceeds £25k or 1/100 of the total issued share capital of that body: or 2. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds 1/100 of the total issued share capital of that class.

Appendix C to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

Remote Meeting Etiquette Guide

Etiquette for virtual meetings

Virtual meetings (video conferencing) can work well if principles of etiquette are followed by participants:

- **CLEAR, CONCISE REPORTING AND DEBATE:** In order to keep everyone focussed, please try to keep what you are saying 'to the point'.
- **FOCUS:** Participants in virtual meetings need to commit to pay attention to the meeting. You will receive your agenda and supporting documents in paper format to make this easier for you to follow during the meeting rather than on your I Pad which has been prepared for you to use for the Zoom meeting by our IT provider.
- **RESPECT:** Participants should have their microphones set to 'mute' when they join the meeting.

When you wish to join the discussion please indicate this to the Chairman by clicking the 'raising hand' icon. The Chairman will see this and then lower your virtual hand and then invite you to speak at the appropriate time. When invited to speak you should unmute your microphone and then mute this again when you have finished speaking so that the Chairman may continue the meeting. Please wait for the Chairman to invite you to speak so that you do not speak out of your turn or interrupt others.

- **PATIENCE.** Please be patient as this is a new way of working.
1. Consider your environment before you join a meeting - a quiet space, with good lighting, is essential to be able to focus on your attention as you would in a physical meeting.
 2. Join the meeting a few minutes early, so you are ready to go at the appointed time. The first Lydd Town Council meeting on 17th August 2020 will start at 7pm, Councillors are asked to join the meeting at 6.45pm. You will be taken to the 'waiting room' and then be admitted to the meeting by the Chairman.
If you are asked to participate in future Lydd Town Council or Committee meetings by Zoom then your agenda will indicate the time the meeting starts and the time you are invited to join the meeting.
 3. You are expected to stay present throughout the meeting and you should be on your own, so it is clear to everybody that you are not being influenced by others who are not part of the meeting.
 4. Please keep your microphone set to mute. This reduces background noise and makes it easier for attendees to focus on the person speaking. Once the Chairman says it is your turn to speak, you can then switch the microphone back on so that you can be heard speak.

Appendix C to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

5. You must use the camera when using video conferencing, rather than simply using sound only. By using the camera, other participants will know you are there and that you are actively participating. Being seen will indicate that you are present at the meeting.
6. Once you have joined the meeting, the camera will stay on you until you hang up
7. When referring to reports or making specific comments, councillors should refer to the name of the report and page number so that all members have a clear understanding of what is being discussed at all times.
8. A tutorial for Zoom has been previously made available to you by an email link and will give helpful guidance if watched prior to the meeting.

Please note that officers will not have their video on, and will only be heard on audio, and not shown on camera.

Role of the Chair

The role of the chair is different in a virtual setting.

The Chair becomes the guardian of etiquette and will need to give clear explanations to participants about what is expected of them. The role involves ensuring virtual participants remain involved, active and present.

The chairman, like in a physical meeting should clarify the processes and procedures for the meeting at the start and set out the boundaries for interaction between participants and the means by which the meeting is taking place.

Members should use the 'raise hand button' when they wish to speak. When it is their turn to speak the Chairman should call their name and ask them to speak. Once that Member has spoken, the Chairman or should then 'flatten hand' to show they are no longer waiting to speak.

All votes will be taken by roll call, where the names of each member are read out, and they must respond with either For, Against, or Abstain. No votes by raised hand will be recorded and the Chairman will repeat the names and voting of each councillor at the end of each session of voting to ensure it is clear.

The Chairman should only accept amendments to motions via the chat function so it is clear for everyone what is being proposed.

Helpful tips

Members are expected to join the Zoom meetings as they would a physical meeting.

If for any reason you are unable to attend a virtual Council meeting please send your apologies and reasons for absence to the Town Clerk by email no later than 4.30pm on the day of the meeting for a Council meeting. townclerk@lyddtown.org

Please check that your I Pad and Zoom function are working prior to the meeting and contact our IT provider in good time if you have any issues with using your I Pad or accessing Zoom.

Roger Hogarth r.hogarth@ifini.co.uk or by mobile 07932 089010

Appendix C to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

Please prop your I Pad up securely and ensure that your face can be seen on the screen.

Meeting paperwork which has been delivered to your home for meetings may be brought back to the Guild Hall (via the letterbox) for shredding.

Appendix C to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

Security

Please note, Councillors should only use the zoom accounts set up on their Lydd Town Council I Pads by our IT provider to participate in Lydd Town Council meetings and not for personal use.

Lydd Town Council
August 2020

Additional guidance following review of this document February 2021

Following complaints received of conduct at a meeting of the Planning Committee held by zoom in January 2021 this document has been reviewed and the following points added.

Conduct at meetings

9. Councillors are reminded that Council and Committee meetings held by zoom follow the same rules as if they were held in the Council Chamber.
10. Please remember that members of the public will be present on zoom during the meeting and that conduct should reflect this in terms of language, behaviour and general etiquette.
11. Please refer to Standing Orders as these still apply when meetings are held virtually.
12. The Chairman of the meeting will apply Standing Orders, particularly in rules of debate for councillors and ensuring that members of the public do not intervene during the meeting by engaging in the debate with councillors.
13. The Chair of the meeting shall ensure that all those present understand the proposal being put to the vote. A roll call will be taken by an Officer

and councillors should ensure they use the correct terms – For, Against or Abstain when voting.
14. All members of the public will be reminded by the Chair to ensure their video and audio are turned off.
15. If Press and Public are excluded at a point during the meeting then the Chair will ask the press and public to leave the meeting. If they do not leave voluntarily then they will be removed from the virtual meeting.

LYDD TOWN COUNCIL

Dignity at Work

Bullying and Harassment Policy

1. Purpose and Scope

1.1. Statement: In support of our value to respect others Lydd Town Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace.

The policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council's Grievance and Disciplinary Procedures and the Elected Members Code of Conduct.

1.2. Definitions:

- **Bullying**

"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour, an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

- **Harassment**

Harassment is "unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic.

Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and Harassment in the workplace can lead to poor morale, low productivity and

Appendix C to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

Appendix C to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

1.3. Examples of unacceptable behaviour are as follows: (this list is not exhaustive)

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

1.4. Penalties:

Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure.

If elected Members are bullying or harassing employees, contractors, fellow councillors, others then a referral as a contravention of the Member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party the council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the council should take appropriate legal advice if such a matter arises.

1.5. The Legal position:

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal.

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the Council.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment

Appendix C to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination.

2. Process for dealing with complaints of Bullying and Harassment:

Appendix C to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

2.1. Informal approach:

Anyone - employee, contractor, member or visitor - who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort.

2.2 If your complaint is resolved informally, the alleged perpetrator(s) will not be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of sexual or racial harassment or in cases where the problem has happened before) the Council may decide to investigate further and take more formal action. The Council would consult with you before taking this step.

2.3. Formal approach:

2.3.1. Employees:

Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Town Clerk or if this is inappropriate, with the Chair of the Personnel committee or the Town Mayor using the Council's grievance procedure. It will be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked.

The employee will be expected to provide evidence of the conduct about which s/he is complaining.

2.3.2. Others, Councillors, Contractors, Consultants, Public

Any other party to the council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint in writing with the Town Clerk where possible using the Council's complaints procedure or with the Monitoring Officer at Folkestone and Hythe District Council where a Member is directly involved in the bullying or harassment using the Code of Conduct.

2.4. Grievance – Employees only:

A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's Grievance Procedure.

The Clerk or Chair of Personnel Committee (as appropriate) will invite the employee to attend the meeting to discuss the complaint. The alleged perpetrators would be informed of the basis for the grievance. The investigation will be carried out as confidentially and sensitively as possible. The Council will ensure that individuals personal data is handled in accordance with the General Data Protection Policy.

2.4.1. Appeal

The Appeals Panel, which will be formed from at least three members who have not been involved in the complaint previously. The appeal must be put in writing by the

Appendix C to the minutes of the Town Council Meeting on the 8th March 2021 cont'd

employee who may be accompanied by another employee or trade union representative of their choice

2.5 Disciplinary Action: Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an Employee found to have been bullying/harassing others this will follow the council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct.

For Councillors, who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the action taken must be reasonable and in some cases counselling or training in appropriate skill areas e.g. interpersonal communication, chairmanship etc may be appropriate.

The range of disciplinary sanctions available to the council where a member has been involved in bullying/harassment include: issuing of an apology, admonishment to further harass or bully such as removal from direct contact or decision making about that employee, banning from Committees of the Council and appointment to outside bodies. A referral under the Code of Conduct is usually an appropriate step. There may also be a referral to the police under the Protection from Harassment Act 2010 in the most extreme cases.

This list is not exhaustive.

2.6. False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as a serious misconduct under the Disciplinary Procedure or a referral to the Monitoring Officer.

2.7. Responsibilities:

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop.

Bullying is more likely to be complained about when individual Members criticise staff, often without objective evidence, without the mandate from the corporate body of the council and in environments which are open to the public or other employees or by way of blogs, social media comments, or in the pub or local playground.