

From: lyddmarkets <lyddmarkets@gmail.com>
Sent: 08 February 2024 12:03
To: Angela Alexander - Town Clerk - Lydd Town Council <townclerk@lyddtowncouncil.gov.uk>; Bob Jones - Lydd town Councillor <cllr.bobjones@lyddtowncouncil.gov.uk>
Subject: Use of Rype

Dear Mr Chairman & Councillors and Town Clerk.

Following the great response we are getting from traders for the Food Festival in August.

Lydd Markets would now like to request permission to use the Rype on Saturday 4th July & Saturday 7th September 2024, from 7am to 4pm.

For Boot Fairs: Which will be open from 7.30am to 3pm. (*weather permitting?*)

THE FOLLOWING SHALL NOT BE ALLOWED TO BE SOLD OR BROUGHT ONTO THE SITE

- Counterfeit goods including DVDs, designer clothes, bags, t/shirts etc.
- Stolen goods
- Guns real, replica or toy guns, knives or dangerous weapons
- Fireworks or anything that can cause fire
- Pornographic material
- Cigarettes, tobacco or alcohol
- Food and drink not allowed to be sold by Car Boot sellers.
- No rubbish or unsold goods to be left on the field, offenders will be monitored by the security and charged and not allowed back to any of our Events.
- Sellers who use gazebos do so entirely at their own risk and are responsible for securing their own gazebos
- People shall respect the neighbours and do not make any noise whilst queuing, entering or parking at the Car Boot Site early on, including no blowing of horns and radios kept low.

We can make available a copy of our Public Liability Insurance for all our events.

Kind regards
Ian Dimmock
on behalf of Lydd Markets



CIVIC AND SOCIAL ENGAGEMENTS 2023

December 2023

The Town Mayor
Cllr Bob Jones

8 th	Gurkha Band Concert	TS
13 th	Mayors Reception	TS
14 th	Lydd in Lights Presentation	TS



CIVIC AND SOCIAL ENGAGEMENTS 2024

February 2024

The Worshipful The Town Mayor
Cllr Bob Jones

13 th	Funeral-Michael Lyons Attending: Mayoress/Town Clerk	TS
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LYDD TOWN COUNCIL

MARCH 2024

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BRIEFING NOTE

SMALL GRANTS

Lydd Town Council makes small grants available to local charitable and voluntary organisations on an annual basis. The closing date for applications was 5th February and 14 applications were received.

Lydd Town Council members of the Municipal Charities met on 12th February to consider the small grant applications received in consultation with the Chairman of the Municipal Charities who donated £5,000 this year which will be used to fund the small grant applications.

When the applications were considered last year a limit of £500 per application was implemented due to the large sums requested by some organisations in previous years.

The total for the applications received this year is £6276.

Following the decisions of the small grant panel detailed on the summary spreadsheet supplied to full council there is the sum of £750 remaining which will be allocated to a tennis fun day for Lydd Primary School as part of an official launch of the tennis courts which is being organised by Lydd Town Council, the Lawn Tennis Association, Lydd Primary and tennis coaches.

The recommendations from the considerations are presented in a summary sheet to the meeting of full Council on 4th March 2024 for ratification.

Once approved payments will be made to the successful applicants at the start of the new financial year after 1st April 2024

COUNCIL MARCH 2024

SMALL GRANT APPLICATIONS

LYDD TOWN COUNCIL

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	ORGANISATION	PROJECT	CHARITY OR OTHER STATUS	BANKING DETAILS	GRANT REQUEST	PROJECT E	DONATION E												
2	1. Litter Picking Welsh Rooms Marsh	To purchase a cordless blower to enable a local clearing of leaves that are blocking drains in voluntary group working with LTC	Not a registered charity, a local voluntary group working with LTC	Llyods Bank - 2 signatories Acct name - Litter Picking Welsh Rooms Marsh/Shepway	£500	£501	£ 600.00												
3	2. Caring Together on Romm Marsh	Venue hire for Creations Meeting Point for Charity 1194522 meetings per month for one year at St. Peters Church.	Charity 1194522	Llyods Bank - 2 signatories Acct name - same as organisation	£340	£350	£ 340.00												
4	3. Lydd Scout Group	To purchase a laptop to assist with online research for activities and events.	Charity 303411	Llyods Bank - 2 signatories Acct name - Lydd Scout & Guide Group	£250	£250	£ 250.00												
5	4. Peabees Dementia Cafe	To provide funds for an outing to Betsworth An organisation with a constitution	Not a charity, no details provided	Llyods Bank - 2 signatories Acct name Peabees Dementia Cafe	£465	£465	£ 460.00												
6	5. Lydd Club Day **	To fund the planning and supply for annual Committee with a constitution town carnival at Lydd	Committee with a constitution	2 signatories Acct name - Lydd Club Day Committee	£1,000	£1,000	£ 600.00												
7	6. Lydd Dementia Cafe	To provide funding for outside activities including coach hire and equipment.	Not a charity, no details provided	2 signatories Acct name - same as organisation	£500	£500.00	£ 500.00												
8	7. Lydd Town Football Club	To fund the purchase of a 3kg energy effc. Community Amateur Sports Club washing machine.	Community Amateur Sports Club	3 signatories Acct name - Lydd Football Club	£500	£700-£750	£ -												
9	8. Lydd Ex-Servicemen Club	To purchase a projector for fundraising	Charity 118752	3 signatories Acct name - same as organisation	£175.99	£175.99	£ 180.00												
10	9. All Saints Church	The purchase of flasks	Charity 1146583	Llyods Bank - 2 signatories Acct name - P.C.C. of Lydd	£166	£166	£ -												
11	10. St. Peters Church, Greatisle	Coffee machine equipment	Charity 1146583	Llyods Bank - 2 signatories Acct name - P.C.C. of Lydd	£360	£360	£ -												
12	11. Lydd's Snowflake Christmas Fayre	To provide entertainment at the Christmas Fayre and pay for insurance	Local non-profit committee	Llyods Bank - 2 signatories Acct name - Lydd Snowflake Community Event	£500	£500+	£ 350.08												
13	12. Who Let The Dogs Out	To provide refreshes, prizes, insurance and entertainment at Christmas Fayre	An individual	Llyods Bank - 2 signatories Acct name - same as organisation	£500	£500+	£ 250.00												
14	13. Lydd Tennis Association	To assist with payment for the cost of a coach to take Lydd residents to France.	Not a charity, no details provided	Llyods Bank - 2 signatories Acct name - same as organisation	£500	£3,000	£ 500.00												
15	14. Lydd House Playgroup	To upgrade current computer system	Yes	2 signatories	£500	£500	£ 500.00												
16	TOTAL				£5,270	£11,277	£ 4,350.08												

NOTES

Receive sponsorship and some players saw in paid role
Church also receive £5000 from the Municipal Charities to use in the Community at the same time as LTC

LYDD TOWN COUNCIL Protocol on Councillor/Officer Relations

Introduction

The purpose of this protocol is to guide Councillors and Officers of the Council in their relations with each other. In this protocol the word 'Councillors' includes the Town Mayor, Deputy Mayor, Civic Representative and Chairmen of Committees/ Working Groups and all other Councillors. The word 'Officer' includes all employees of Lydd Town Council.

Basic Principles

The basic principle of good Councillor/Officer relations in local government is trust, mutual respect and an understanding of the respective roles. Both Councillors and Officers are servants of the public, but their responsibilities are distinct.

- A Councillors role is to represent the whole community and they are responsible and answerable to the electorate and serve only so long as their term of office lasts. They are expected to observe the Council's Code of Conduct, participate in meetings of the Council, represent the Council on outside bodies, attend civic and ceremonial functions, and hold and maintain the assets of the Council in trust. During their term of office Councillors should not engage in any controversial activity which could call into question the integrity or impartiality of the office, or may bring the Council into disrepute. Councillors are elected to determine policy, not to engage in direct operational management of the services.
- Officers are appointed by the Council and are responsible through the management structure to the Council as a whole (the Council as a body is the employer). Officers serve the Council as a whole and are not answerable to individual Councillors. They have operational responsibilities which may include managerial, administrative or practical duties that are part of the day-to-day running of the Council and/or the delivery of services on behalf of the Council and should be selected for their experience, qualifications and qualities to carry out their duties.
- The Town Clerk is responsible for the day to day running of the Council in accordance with the decisions of the Council and under delegated authority. Their work includes giving professional and impartial advice to the Council which will assist Members in reaching the best decisions for the Council. The Town Clerk is responsible for implementing the **proper and lawful** decisions made by the Council. He or she is responsible for the management of the staff.

Relationships between Councillors and Officers

Councillors and Officers should demonstrate mutual respect and deal with each other sympathetically, efficiently and without bias, fear or favour. Working relationships should be professional and Councillors must respect the impartiality and integrity of the Town Council's employees. Councillors should not put pressure on Officers on matters where Officers make decisions; nor should Officers put pressure on Councillors where Councillors make decisions, but should offer professional advice where appropriate. Neither party should seek to take unfair advantage of their position.

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Individual councillors do not have authority to instruct staff members in their work.

Out of hours requests should go to the Mayor, Deputy Mayor or Chairman of Personnel (in the case of an emergency they may contact the appropriate officer) and Councillors should not contact officers of the Council out of their normal working hours without express permission to do so.

Councillors are not permitted to visit the homes of staff members without express invitation.

Conduct and Effectiveness

- a) If Councillors have any concerns about the effectiveness or conduct of employees of the Council they should take this up directly and confidentially with The Town Clerk who will consider the complaint and if appropriate discuss and/or refer the complaint to a panel made of Members of the Personnel Committee. If Councillors have concerns regarding the effectiveness or conduct of the Town Clerk this should be referred to the Town Mayor. The issue will then be handled in accordance with the Council's procedures and the Councillor will be informed of the outcome, unless there are legal reasons why they may not.
- b) Personal criticism by Councillors of individual Officers will not take place in public forums (including the media) as this could seriously affect the ability of the Council to effectively defend its position as an employer and may in some circumstances render it liable to payment of compensation.
- c) If an employee has concerns about the conduct of a particular Councillor they should raise it in the first instance with the Town Clerk so that attempts can be made to resolve the issue on an amicable basis. If this is not possible or if the alleged misconduct is of a serious nature, the matter will be reported to the Council's Personnel Committee. The matter will then be handled in accordance with the Council's procedures.
- d) Any Councillor may report, in writing to the Town Clerk, any other Councillor who they reasonably feel has failed to comply with the Council's Code of Conduct. The Town Clerk will refer this matter to the Personnel Committee who will handle the issue in accordance with the Council's procedures.

Councillors Access to Information and Documents

Councillors are provided with information relating to Council meetings to which they have a right. However, any information which has not been made public should be regarded as confidential and not disclosed as this could prejudice the interests of the Council. The law prevents the release of confidential information in certain circumstances. The right of a Councillor to inspect other documentation not relating to Meetings is dependent on whether the access could be considered reasonably necessary to carry out their duties as a Councillor.

Updated January 2024

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Councillor-Officers updated Jan 2024.docx

LYDD TOWN COUNCIL**PUBLIC PARTICIPATION AT TOWN COUNCIL MEETINGS**

Meetings of Lydd Town Council are **not** public meetings. Members of the public have a statutory right to attend meetings of the Council as observers.

Members of the public have no legal right to speak unless the Chairman of the meeting authorises them to do so. However, as part of its community engagement, Lydd Town Council sets out time when members of the public may ask questions directed through the Chairman.

Members of the public should **not** be involved in the decision making of the Council, and the Council should not make any decisions at the behest of members of the public on items not included on the agenda. As a matter of best practice, Public Participation will be kept separate from the debate of Councillors.

Members of the public are welcome to stay for the Council meeting as observers but will not be able to join in the discussion for the rest of the meeting.

Members of the public may be excluded by resolution of the meeting for specific items which need to be discussed in confidence – for example staffing matters, tenders for contracts, legal issues.

Rules for public participation

- Public participation shall not exceed 15 minutes in total and each member of the public is allowed to speak for up to 3 minutes as a maximum.
- Questions must be submitted in writing in full to the Town Clerk by 9am on the day of the meeting and must state the question to be asked in full. Questions not put in writing will not be accepted.
- If more than one member of the public wishes to speak on the same topic, they should nominate one person to speak on their behalf to avoid duplication.
- Information handouts should be delivered to the Town Council by 9am on the day of the meeting to avoid delaying or disrupting the meeting.
- The Chairman has the right to say that any question or statement is inappropriate and will not be accepted and stop the speaker from continuing to speak. If the speaker ignores the requests of the Chairman, they will be asked to leave the meeting.
- Neither Councillors or Clerk should respond to comments made by members of the public during public participation unless invited to by the Chairman. If the topic is an agenda item, then it will be debated at the correct time using the correct process.
- Members of the public do not have a right to force items on the agenda for Council or Committee meetings.
- Members of the public do not have a right to insist on how matters are recorded in the Minutes.
- A question raised by a member of the public during public participation shall not require an immediate response and there will be no debate or discussion by Councillors. The Chairman will direct this.
- A brief record of questions raised during public participation will be included in the Minutes
- All persons' present will act respectfully towards every other person in attendance. They must not act in a manner that demeans, insults, threatens or intimidates another person. All statements, questions, responses, challenges to statements, complaints or criticisms must be made appropriately and politely.
- All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no personal reference made to any person or persons identified at the meeting.

Offensive and/or threatening behaviour will not be tolerated. If a member of the public disrupts the meeting the Council reserves the right to curtail their contribution.

If a member of the public persists in disrupting the meeting after receiving two warnings from the Chairman, the third reminder will result in in person/s causing disruption to be asked to leave the meeting. If a member of the public refuses to leave the meeting the Police will be called upon to remove them.