

### Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Lydd Town Council

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not Applicable.

#### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

*Forvis Mazars LLP*

Date

3 November 2025

**LYDD TOWN COUNCIL**

**Notice of conclusion of the audit**

**Annual Return for the year ended 31<sup>st</sup> March 2025**

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2025 has been concluded.	(a) Delete as appropriate
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to:	
(b)	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
Angela Alexander	
Town Clerk Lydd Town Council Guild Hall	
13 High Street	
Lydd	
TN29 9AF	
2. Copies will be provided to any local government elector on payment of £_2_(c) for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____Angela Alexander Town Clerk	(d) Insert name and position of person placing the notice
Date of announcement: (e) __5 <sup>th</sup> November 2025	(e) Insert date of placing of the notice

# NOTICE OF ELECTION

## Folkestone & Hythe District Council

### Election of councillors for the Lydd Town Council

1. An Election is to be held of **TWO** Councillors for the Lydd Town Council.
2. Nomination papers for this election may be obtained from the Returning Officer at Folkestone & Hythe District Council, Civic Centre, Castle Hill Avenue, Folkestone, CT20 2QY, on any weekday between 10am and 3pm (excluding bank holidays).
3. Completed nomination papers must be delivered to the Returning Officer, Customer Access Point, Main Reception, Folkestone & Hythe District Council, Civic Centre, Castle Hill Avenue, Folkestone, CT20 2QY, on any weekday after the date of this notice, between 10am and 4pm (excluding bank holidays) but no later than 4pm on Friday, 7 November 2025.

**PLEASE NOTE:** The Civic Centre closes to the public at 3pm, however nomination papers can still be received until 4pm on any weekday between the dates and times stated above.

4. If any election is contested the poll will take place on Thursday, 4 December 2025.
5. Applications to register to vote must reach the Electoral Registration Officer by 12 midnight on Tuesday, 18 November 2025. Applications can be made at [www.gov.uk/register-to-vote](https://www.gov.uk/register-to-vote).
6. Applications, amendments, or cancellations of postal votes and amendments or cancellations of proxy votes must reach the Electoral Registration Officer at Folkestone & Hythe District Council, Civic Centre, Castle Hill Avenue, Folkestone, Kent, CT20 2QY by 5pm on Wednesday, 19 November 2025. Applications can be made online: [www.gov.uk/apply-postal-vote](https://www.gov.uk/apply-postal-vote). Amendments and cancellations can be made via email to [elections@folkestone-hythe.gov.uk](mailto:elections@folkestone-hythe.gov.uk).
7. Registered electors voting at a polling station will need to provide an acceptable form of photo ID. More information about this can be found at [www.folkestone-hythe.gov.uk/voter-id](https://www.folkestone-hythe.gov.uk/voter-id).
8. Applications for a Voter Authority Certificate or an Anonymous Elector's Document valid for this election must reach the Electoral Registration Officer by 5pm on Wednesday, 26 November 2025. Applications can be made at [www.gov.uk/apply-for-photo-id-voter-authority-certificate](https://www.gov.uk/apply-for-photo-id-voter-authority-certificate).
9. Applications to vote by proxy at this election must reach the Electoral Registration Officer by 5pm on Wednesday, 26 November 2025. Some applications can be made online: [www.gov.uk/apply-proxy-vote](https://www.gov.uk/apply-proxy-vote).
10. Applications to vote by emergency proxy at this election must reach the Electoral Registration Officer by 5pm on Thursday, 4 December 2025.
11. For further information on any matter covered by this notice please telephone the Electoral Services Helpline on 01303 853497.

Dated Thursday, 30 October 2025

S. Priest  
Returning Officer

Printed and published by the Returning Officer, Civic Centre, Castle Hill Avenue, Folkestone, Kent, CT20 2QY



Dear Councillors

We have discussed the draft budget regularly with the Town Clerk and Finance Officer and we will need to make an increase to the Precept request which we will submit to Folkestone and Hythe District Council in January 2026 which is reflected in the draft budget you are considering.

Since the period of Covid 19 Lydd Town Council has worked to keep the Precept request as low as possible as we did not wish to impose an undue burden of increased Council Tax on members of our community who were financially affected by the pandemic.

Coming out of lockdown Councillors were committed to providing recreational facilities for our community for the benefit of their health and well-being and in particular the younger people.

The Council delivered recreational projects at the Banks tennis courts and to provide new and up to date play equipment at the Rype which was delivered in two phases. We will work towards phase three. To deliver these projects and to keep the impact on the Precept as low as possible we moved money from reserves to balance the budget. This was because there were families within our community who were financially disadvantaged by results of lockdown and struggling to pay their bills and the Council was committed to providing good quality play equipment in a safe environment which is important for the development of the younger people in our population.

At last budget setting the Buildings and Amenities Committee reported that they had resolved to freeze their planned spending so as to limit the impact on the budget.

As a Council we must approve a budget that not only covers our obligations but will allow the Town Council to begin to replenish our reserves over the next few years and now start to look to the future and begin to rebuild our reserves so that we can then focus on ideas and plans for future projects.

The Personnel Committee has met and agreed its staffing budget for the next financial year and have measures in place to ensure that we keep office running costs as low as possible. The Personnel Committee must also consider the workload in accordance with the number of staff and hours that they work.

The Buildings and Amenities Committee has also met to agree their part of the budget under their Terms of Reference and that is included in the draft budget.

There will be further expenditure on IT devices in the forthcoming financial year as the Councillors iPads will soon come to the end of their life and will not continue to be supported which could leave the Council at risk.

To sum up the budget and precept are above what we hoped this year as we will be working to replenish our reserves over the next few years Whilst the Council made positive decisions to use our reserves to provide recreational equipment for the health and well-being of our

community there has been unplanned expenditure over a period of time caused by ten electors signing petitions for By-elections where vacancies for Councillors has arisen and for which the cost is not under the control of the Councillors.

To give Councillors an idea of the impact this has on our budget please see the figures set out below which does not include the cost should the current By-election be contested, which would be an additional £11,000 approximately.

<b>Paid Date</b>	<b>Election Authority</b>	<b>By-election date</b>	<b>Cost</b>	<b>% of Precept</b>
30.03.16	Shepway District Council	14th January 2016	4,893.90	3%
02.02.19	Folkestone & Hythe DC	29th March 2018	9,715.88	5%
27.09.21	Folkestone & Hythe DC	17th June 2023	8,865.19	5%
26.06.23	Folkestone & Hythe DC	24th May 2023	6,428.25	4%
27.12.24	Folkestone & Hythe DC	17th October 2024	8,275.30	5%
		<b>TOTAL</b>	<b>38,178.52</b>	
		2024/25 Precept	178,900.00	
		Total by-election costs as a % of precept		<b>21%</b>

We have studied each budget head and made reductions where possible and hope that the Council will focus on this financially prudent way forward for the forthcoming financial year be understanding of the Council's current position when making their decision in setting the budget for 2026-27.

As you will all be aware the election for the future term of office for Lydd Town Councillors will take place in May 2027 and we must plan our budget to go into that term in a strong position.

We trust that you have all studied the figures carefully and that as a Council we reach the best decision for the majority of the people living in our Parish of Lydd, Lydd on Sea, Dungeness, and part of Greatstone.

Yours sincerely

Cllr Bob Jones  
Town Mayor

Darren Chapman  
Deputy Mayor



DRAFT BUDGET

LYDD TOWN COUNCIL - Draft Budget 2026-27

5TH NOVEMBER 2025

		RECEIPTS	Audited 31/03/25	Agreed 2025- 26 Budget	Budget Revision	Revised Budget	YTD Actual @ 30.09.25	Projected 10.01 - 31.03	Projected @31.03.26	Buget Heading Surplus/(Deficit)	Proposed Budget 2026/27	NOTES
		Allotments Rent Including Arqiva for mast	5,337.64	5,500.00		5,500.00	80.00	5,420.00	5,500.00	-	5,500.00	
		Ambulance Service Rent	5,370.00	5,200.00		5,200.00		5,200.00	5,200.00	-	5,200.00	
		Band Concert	-			-		-	-	-	-	
		Bank Interest	299.49	350.00		350.00	88.77	261.23	350.00	-	900.00	
		Donations- Lydd Municipal & Other Charities	5,000.00	5,000.00		5,000.00	5,000.00		5,000.00	-	5,000.00	
		Masts & Easements	-	80.00		80.00		80.00	80.00	-	80.00	
		Tennis Court bookings vis stripe	432.71	500.00		500.00	492.37	7.63	500.00	-	500.00	
		Other Receipts	1,421.45	100.00		100.00	207.68	50.00	257.68	157.68	-	
		Allotment deposits				-	150.00	(150.00)	-	-	100.00	
		Foreshore rent	1.00	-		1.00	1.00	1.00	1.00	-	-	
		Precept	178,900.00	179,000.00		179,000.00	179,000.00	-	179,000.00	-	243,900.00	1)
			196,762.29	195,730.00	-	195,731.00	185,019.82	10,869.86	195,888.68	157.68	261,180.00	
	VIREMENT	PAYMENTS	Audited 31/03/25	Agreed 2025- 26 Budget	Budget Revision	Revised Budget	YTD Actual @ 30.09.25	Projected 10.01 - 31.03	Projected @31.03.26	Buget Heading Surplus/(Deficit)	Proposed Budget 2026/27	
	(400.00)	Accountants	2,050.00	500.00	(400.00)	100.00	-	100.00	100.00	-	-	2)
		Allotments	1,687.22	3,000.00	-	3,000.00	1,835.23	1,164.77	3,000.00	-	3,000.00	
	2,506.00	Accounting software	-	-	2,506.00	2,506.00	1,785.00	721.00	2,506.00	-	1,800.00	2)
		Allotment Deposit Returns	-	-		-	175.00	(175.00)	-	-	-	
		Audit	1,090.00	1,300.00		1,300.00	280.00	1,020.00	1,300.00	-	1,500.00	
		Bank Charges	349.96	330.00		330.00	171.30	158.70	330.00	-	220.00	
		Dennes Lane (Banks Sports & Social Club)	145.90	-		-	-	-	-	-	-	
		Bin Emptying	-	700.00		700.00	-	-	-	700.00	-	
		Christmas Tree & Lighting	732.98	-		-	-	-	-	-	-	
		Civic Expenses	854.79	200.00		200.00	47.58	152.42	200.00	-	200.00	
		Election Costs - 2026-27	-			-	-	-	-	-	3,500.00	1)& 3)
		By Election Costs	8,275.30			-	-	-	-	-	12,000.00	1)& 3)
		Gas & Electrical PEAT testing	128.00			-	-	-	-	-	500.00	
07/25	(1,200.00)	Goalposts replacements	-	1,200.00	(1,200.00)	-	-	-	-	-	-	
		Grounds Maintenance	8,958.85	6,000.00		6,000.00	2,687.10	3,312.90	6,000.00	-	7,000.00	
		Grounds Maintenance - Tree Surgery	4,200.00	-		-	-	-	-	-	-	
		Groundsman Materials and Equipment	1,303.80	900.00		900.00	124.41	375.59	500.00	400.00	500.00	
		Guildhall Maintenance	18,967.00	910.00		910.00	777.98	132.02	910.00	-	4,160.00	
		Guildhall Running Costs	9,635.88	10,000.00		10,000.00	4,709.89	5,290.11	10,000.00	-	15,250.00	3)
	(285.00)	Insurance - General & Cyber Security	4,831.20	5,500.00	(285.00)	5,215.00	4,764.67	455.00	5,219.67	(4.67)	5,700.00	2)
		Lade Bench Licences	-	25.00		25.00	-	25.00	25.00	-	25.00	
		Legal and Professional fees	1,175.00	2,000.00	-	2,000.00	734.00	1,266.00	2,000.00	-	2,000.00	
		Lydd in Bloom	517.04	350.00		350.00	339.00	-	339.00	11.00	350.00	
		Lydd in Lights	288.85	350.00		350.00	-	350.00	350.00	-	350.00	
		Maintenance Contracted Work	-	13,000.00	-	13,000.00	766.88	4,450.00	5,216.88	7,783.12	7,220.00	5) & 6)
	(521.00)	Manor Road Pavilion Maintenance	40.00	1,000.00	(521.00)	479.00	31.06	447.94	479.00	-	200.00	2)
		Manor Road Pavilion Running Costs	692.07	400.00		400.00	203.77	196.23	400.00	-	400.00	
		Mayoral Allowance	1,787.83	2,800.00		2,800.00	1,172.22	1,627.78	2,800.00	-	2,800.00	
		Office Consumables	1,274.33	1,200.00		1,200.00	633.95	566.05	1,200.00	-	1,300.00	
		Office Equipment and Printing	1,829.11	2,400.00		2,400.00	1,190.35	1,209.65	2,400.00	-	2,520.00	
	(1,000.00)	Office IT	7,014.00	6,065.00	(1,000.00)	5,065.00	4,581.60	483.40	5,065.00	-	5,250.00	2)
July 2025	4,998.00	Office IT capital expenditure	-	-	4,998.00	4,998.00	4,998.00	-	4,998.00	-	1,880.00	7)
		Remembrance Sunday (S137)	290.00	300.00		300.00	-	300.00	300.00	-	300.00	
		Rype Playground	2,390.67	500.00		500.00	533.19	-	533.19	(33.19)	1,200.00	8)
		Small Grants	4,527.83	5,000.00		5,000.00	4,650.00	350.00	5,000.00	-	5,000.00	9)
		Expenses	-	100.00		100.00	-	100.00	100.00	-	100.00	
		Staff EE & ER	23,687.39	27,300.00		27,300.00	14,450.47	14,799.53	29,250.00	(1,950.00)	32,500.00	
		Staff salaries	97,150.93	98,250.00		98,250.00	49,726.37	50,023.63	99,750.00	(1,500.00)	108,500.00	
		Stair Lift & Defib. Maintenance	2,260.55	750.00		750.00	738.45	11.55	750.00	-	850.00	
	(300.00)	Staff and Councillors Training	109.00	500.00	(300.00)	200.00	-	200.00	200.00	-	500.00	
		Subscriptions	2,163.70	2,300.00		2,300.00	2,784.38	-	2,784.38	(484.38)	2,900.00	
		Tennis Courts	1,521.67	500.00		500.00	177.00	323.00	500.00	-	1,880.00	10)
		Website	241.00	100.00		100.00	50.00	200.00	250.00	(150.00)	275.00	
		D-Day Beacon Lighting	320.00	-		-	-	-	-	-	-	
July 2025	(3,798.00)	Virement from reserves for IT capital	-	-	(3,798.00)	(3,798.00)	(3,798.00)	-	(3,798.00)	-	-	
		Transfer to replenish general reserves									27,550.00	1)
	-	-	212,491.85	195,730.00	-	195,730.00	101,320.85	89,637.27	190,958.12	4,771.88	261,180.00	

NOTES FOR DRAFT BUDGET - 2026/27		
	DESCRIPTION	COMMENTS
2026-27		
64,900.00	Precept increase total	
1) 27,550.00	To transfer to general reserves	
12,000.00	Earmarked reserve for by-election costs	
3,500.00	Earmarked reserve for 50% of estimated cost of 2027 election	
21,850.00	Increase required to balance budget	
2025-26		
2) 2,506.00	Proposed virements for Scribe accounting software set-up and ongoing	
(400.00)	Accounting	Expenses not expected to be incurred
(285.00)	Insurance	2025-26 invoices have been paid
(300.00)	Staff and Councillors Training	Zero spend last year
(1,000.00)	Office IT	2025-26 invoice has been paid
(521.00)	Manor Road Pavilion Maintenance	Football club now responsible for repairs
-	Remaining virement to identify	
2026-27		
3) 3,000.00	Election Costs - 2026-27	Earmarked reserves
12,000.00	Election Costs - Potential Future By Elections	Earmarked reserves
2026-27		
4) 15,250.00	Increase due to boiler repair & £4,500 for gas charges. Current bills are approx £1200/year, 2019/20 - with gas on £2700	
2025-26		
5) 5,216.88	Total spend - Maintenance Contracted Work	
271.88	Actual-D Livesey	
495.00	Actual-Abbricatural	
1,450.00	Quote-Gibbs tree work	
2,500.00	Estimate HQ90 Bench-previousy £1800	
500.00	General	
2026-27		
6) 7,220.00	Total - Maintenance Contracted Work	
450.00	New noticeboard incl. installation at Dungeness	As resolved at the Buildings & Amenties Meeting on 6th Oct
6,270.00	Salary saving	As resolved at the Personnel Committee Meeting on 20th Oct
500.00	General	
2026-27		
7) 1,880.00	Office IT - 2 replacement laptops	As resolved at the Personnel Committee Meeting on 20th Oct
2026-27		
8) 1,200.00	Rype playground	As resolved at the Buildings & Amenties Meeting on 6th Oct
650.00	New noticeboard incl. installation on the Rype	
550.00	General	
2026-27		
9) 5,000.00	Small grants	
	Includes £500 for Mayors bursary	
2026-27		
10) 1,880.00	Tennis Courts	As resolved at the Buildings & Amenties Meeting on 6th Oct
1,380.00	Line marking on tennis courts	
500.00	General	

EARMARKED RESERVES	BALANCE OF FINAL EARMARKED RESERVES - 2024-25 @ 30.09.25	TOTAL EARMARKED RESERVE FOR 2026-27 BUDGET
Repairs and renewals - buildings	910	910
Phase 3 Rype play project	2,202	-
Legal & Professional Fees	2,825	2,825
Small Grants (inc Marsh 3G Pitch)	1,061	350
Election Costs - May 2027		3,500
Potential by-election costs		12,000
Contracted Maintenance Work		8,750
Allotment Deposits	4,225	4,225
<b>YEAR TOTALS</b>	<b>11,222.50</b>	<b>32,560.00</b>
<b>CASH IN BANK RECONCILIATION</b>		
Reserve account as at 12 September 2025		27,237.10
Current account as at 30 September 2025		112,560.32
Less unpresented cheques @ 30/09/25		-876.03
<b>TOTAL ASSETS</b>		<b>138,921.39</b>
Projected payments to 31 March 2026		10,869.86
Projected payments to 31 March 2026		-89,637.27
<b>TOTAL ASSETS</b>	<b>0.00</b>	<b>60,153.98</b>
<b>Breakdown of Reserves</b>		
Earmarked reserve - 2026-27 (incl. brought forward from 2025-26)		32,560.00
Total earmarked reserves 2026-27		32,560.00
General Reserves		27,593.98
<b>Total Reserves</b>		<b>60,153.98</b>
Transfer to general reserves		27,550.00
Revised total of general reserves		55,143.98
As a % of the new precept		23%





**LYDD TOWN COUNCIL**  
**CHRISTMAS CONCERT 2025**  
**The Band of the Brigade of Gurkhas**



**All Saints' Church, High Street, Lydd**  
**7pm Friday 12th December 2025**

**Tickets available from the Town Clerk**  
**[townclerk@lyddtowncouncil.gov.uk](mailto:townclerk@lyddtowncouncil.gov.uk)**

**Lydd Town Council, 13 High Street, Lydd, Kent**

**Monday and Wednesday mornings from 9am until 12.30pm**

**Donations of raffle prizes welcome**

**All proceeds from the concert will be donated to The Gurkha Welfare Trust**

**LYDD TOWN COUNCIL**

**SECURITY OF GUILD HALL  
& COUNCIL BUILDINGS  
POLICY**

**Compliance**

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All staff, councillors, contractors, and all members of the public with access to council buildings and/or information must comply with this policy.

Draft Policy November 2025 Council

### Introduction

Following the introduction of Martyn's Law to ensure the safety of public buildings the Personnel Committee reviewed the approach to building security in particular the Guild Hall when open to the public and the Council Chamber is used for meetings or events at its meeting held on 20<sup>th</sup> October 2025.

The security of council owned premises and in particular the Guild Hall and offices is important for several reasons including:

- It helps ensure we comply with our duty of care under health and safety and fire safety legislation both to our employees but also to visitors to the premises.
- It reduces the risk of loss of personal data, in accordance with the requirements of the Data Protection Act.
- It reduces the risk of loss of council owned equipment or the personal belongings of staff.

### Purpose

The purpose of this policy is to provide guidelines for ensuring we protect staff, visitors, personal data and council assets.

Any person (staff member, councillor, contractor or visitor) who refuses to comply with this policy **will be asked to leave** the premises for their own wellbeing and the wellbeing of others.

Lydd Town Council reserves the right to refuse any requests for a meeting (at the time of booking or up to the time of the scheduled meeting) if it is believed that it is not advisable to allow the meeting to proceed safely.

### Security Measures

The council's normal office hours are 9 am to 12.30 pm Monday and Wednesday. Subject to there being satisfactory office cover, workloads permitting and by prior agreement with their manager, the earliest staff time to start is 8 am and the latest finish time is 5 pm.

Meetings may be held in the Council Chamber and Parlour during the evening for Council and Committee business and are to finish no later than 9 pm.

subject to

- That all meetings held in the Council Chamber have a member of staff on door duty for admission of visitors.
- That the exterior door/s to the building and the interior middle door are locked no less than 5 minutes prior to the start of the meeting.
- That no late comers are admitted and that no Councillor or visitor leaves the meeting Chamber without being accompanied off the premises during the meeting and at the permission of the Chairman of the meeting.
- All people present including visitors, councillors and staff being signed in.
- That a member of Lydd Town Council staff is always present, and ensures all visitors and councillors leave the premises at the end of the event.
- That no meeting exceeds 2 hours in accordance with adopted Standing Orders.
- That all visitors are escorted from the building at the end of the meeting or at Press and Public excluded and the door/s are locked behind them.
- All Councillors should leave the building promptly following the close of the meeting by the Chairman.

**Control of Access**

Following the introduction of Martyn's Law Lydd Town Council seeks to improve the security of the council buildings and at the same time enable staff to pass freely around the council buildings in their daily business without fear their personal safety and security of the Council's information.

Members of the public and other visitors must be always accompanied by a member of staff when in areas of Guild Hall beyond the locked reception area. This will include all offices, Council chamber and most meeting rooms.

Under no circumstances must exterior doors be held or propped open or left unlocked (except for the front door to reception during opening hours). Such action will infringe the security of the building and may also compromise fire safety.

Leaving these doors open, even if only for a short period of time, puts the security of the building and staff at risk.

If an individual is on the premises, other than in reception, and is not accompanied by a member of staff then they should challenge politely and asked the reason why they are on the premises and the purpose of their visit.

It is important that visitors should remain in the reception area, until they have been signed in, and are accompanied by a member of staff. Visitors should not be allowed to follow staff through doors thereby gaining unauthorised access. Visitors should always be escorted off the premises after their visit.

Staff ID cards must be returned on the last day of employment to the line manager. Staff who have left the organisation will no longer be permitted access to building, other than when accompanied by a member of staff.

Councillor ID cards and all other Council belongings must be returned immediately on ceasing to be a Councillor and in the lead up to the 4 yearly elections when requested by the Town Clerk. Lydd Town Council reserves the rights to make temporary or periodic use of CCTV surveillance internally or externally for the protection of staff or assets. We also reserve the right to make use of CCTV for training or monitoring purposes.

All staff have a duty to ensure that unauthorised vehicles cannot gain access to our car parking facilities.

**Dealing with Violence and Abuse**

Lydd Town Council will not tolerate violence, threatening behaviour, physical or verbal abuse to staff, Councillors or our contractors. All incidents of this kind will be reported to the police.

**Lydd Town Council Responsibilities**

Lydd Town Council will

- To ensure the council buildings are a safe place to work or visit.
- To ensure staff, visitors, contractors and councillors are made aware of this policy and any relevant updates.
- To ensure suitable plans are in place to deal with business continuity incidents that affect the premises and that they are suitably insured.
- To review the policy to ensure continued safety and duty of care.

**Staff responsibilities**

- Staff are responsible for ensuring any guests are appropriately signed in and are wearing visitors badges and that visitors are always accompanied by a member of staff and safely escorted from the premises.
- Staff are responsible for challenging any person found within the premises, who are unknown.
- Staff will raise any concerns around safety of the premises directly with their line manager or Mayor, Chairman of Personnel as appropriate.



- Staff should ensure that they do not leave documents, particularly of a confidential nature, on their desks.
- Staff must not leave bags, equipment or any unattended item in any meeting room, staff room corridor or in any public area.

#### **Meeting or event organiser responsibilities**

If you are intending to organise a meeting to be held in the Guild Hall, you are responsible for ensuring that:

- You do not exceed the maximum capacity of 60 people in total.
- You have considered and taken into account any special needs for anticipated guests, for instance, those with a physical impairment e.g. those in a wheelchair or having sensory or visual impairments, or others who may find evacuation difficult e.g. pregnant women or those with young children in prams.
- You will ensure you have sufficient staffing resources.
- You will not arrange evening meetings on Fridays or during weekend periods<sup>1</sup>
- For any meeting after scheduled office opening hours which will involve more than ten guests, frontline support should be arranged to provide door security for admission of visitors.
- At the end of your meeting, you will ensure all your guests have left the premises.

#### **Visitor/Contractor responsibilities**

- All visitors and contractors visiting the council premises shall be required to sign in.
- Visitors/contractors will be accompanied by a member of staff and will follow orders (e.g. to evacuate) and will leave the premises, as requested by a member of staff at the end of their visit.
- Some regular visitors to council premises such as the Mayor and Deputy Mayor do not need to be always accompanied due to the close working relationship but are still required to sign in and out in accordance with the policy for visitors.

#### **Councillor Responsibilities**

- All councillors will sign in the Members Book on arrival and sign out on exit.
- Should councillors wish to book any meetings in the Guild Hall, this must be done via a member of staff.
- A member of staff must ensure all councillors have signed in the Members Book when arriving for a Council or Committee meeting and that all guests are appropriately signed in and that they are safely escorted from the premises at the end of their visit.
- Where arranging a meeting, you must ensure all the requirements set out for meeting organisers above, are met.

#### **Facilities Management Responsibilities**

- Nominated staff only have keys to the premises and offices should be locked when no staff are present.
- Keys must be stored securely in the key safe and signed out as required.
- To monitor compliance with this policy and require those not complying, to leave the premises.



**Reception/Door Guard Responsibilities**

- Ensure all councillors; contractors and visitors to the premises are signed in.
- Immediately report any concerns or damage to the property to the Town Clerk/Mayor
- To monitor compliance with this policy and require those not complying, to leave the premises.

**Security of other Council buildings**

Manor Road Pavilion – currently leased to the Lydd Town Youth Football Club who have responsibility for the security of the building.

Dennes Lane Pavilion – currently in use by the Banks Sports and Social Club who have responsibility for the security of the building.

Container – currently in use by the Banks Sports and Social Club who have responsibility for the security of the building.

Manor Road Garages – one garage used by the caretaker who has responsibility for the security of the building.

Manor Road Garage – in use by Lydd Club Day Committee who has responsibility for the security of the building.

Guild Hall shed – used by the caretaker who has responsibility for the security of the building.

Nominated staff have keys and visitors/contractors will be always accompanied by a member of staff.

**End**

### Report to Romney Marsh Councils

**From Cllr David Wimble, Kent County Council**

**To: New Romney Town Council, Lydd Town Council, St Mary's Bay, St Mary in the Marsh, Brookland, Brenzett, Ivychurch and Newchurch Parish Councils**

Over the past two months, my workload has been extensive both across the Romney Marsh and within my Cabinet responsibilities for Kent County Council.

#### *Local Matters on the Marsh*

I have continued to deal with local issues, including the reporting and follow-up of fly-tipping and wider household waste concerns. These have increasingly become a burden on local residents, and I am pressing officers to ensure quicker enforcement and clearance where possible.

A key issue has been the future use of Peacock House, which has been scheduled to operate as a reception centre for unaccompanied asylum seekers under the age of 16 from next spring. Understandably, this has been a highly sensitive and political subject. As with the situation at Napier Barracks in Cheriton, this decision was not driven by local authorities but imposed upon us, and I continue to push for the highest safeguarding standards and transparency as it progresses.

#### *Nuclear and Energy Planning*

My Cabinet work has become increasingly active, particularly regarding New Nuclear for Dungeness. I have held regular meetings with David Godfrey and am seeking representation on the NDA committees and NuLeaF to ensure Kent County Council has a voice in national planning.

We have attended several cross-party briefings at Westminster focusing on long-term UK energy resilience and the national strategy towards achieving Net Zero over the next 25 years. Dungeness remains strategically important, and I am ensuring that Romney Marsh remains firmly on the government's radar.

#### *Reuse Centres & Waste Savings*

You may have seen recent press and broadcast coverage of the opening of another KCC Reuse Centre. These sites divert usable items from incineration, saving the council approximately **£165 per tonne**. Our reuse shops have already generated around **£20,000** for local charitable causes, and it is our ambition to open a further five centres within the next 12 months.

In addition, I am heading up a major initiative to improve recycling rates and reduce cross-contamination in waste streams. In Folkestone & Hythe alone, a 5% improvement in household recycling would save the council **more than £2.8 million**. This remains a key financial priority.

*Heritage & Geopark Status*

I recently took part in the launch of the new Kent–France Geopark partnership at Dover Castle, which aims to unlock educational, environmental and tourism opportunities across the Channel region.

We are also working with community organisations to transition Kent County Council's eight historic windmills into a Kent-wide Windmill Trust. This will protect their future as public heritage assets while keeping them in the ownership of the people of Kent.

*Agriculture & Rural Affairs*

This summer I attended the Kent County Show and spoke at several seminars on the challenges facing farming communities, particularly the widening gap in government support.

On National Farming Day, I was invited onto BBC Radio 4 to speak about mental health and suicide in the farming sector, raising awareness of the support networks that are available. It's vital this issue continues to be discussed publicly.

*Environmental Funding*

I have helped secure £39,557 to plant 6,000 new trees across Kent, strengthening canopy cover and biodiversity. A further £150,000 has also been granted to develop work with "Growing in Kent and Medway" on solar-powered propagators and improved composting systems.

*Workload & Attendance*

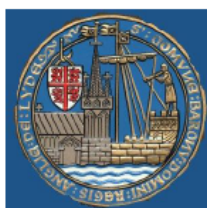
I am pleased to report that I still hold a **100% attendance record** for all Kent County Council meetings at Sessions House. My diary has involved extensive travel — approximately **700 miles per week** — attending meetings and representing Romney Marsh and Kent across the county and beyond.

*Personal Note*

Finally, I would like to express my sincere thanks for the many messages of congratulations I have received regarding my forthcoming wedding on **22 November**. I will be out of the office from that date until **13 December**, although urgent matters will continue to be monitored.

Should any council require supporting information on any of the above topics, I would be more than happy to provide it.

Kind regards,  
**Cllr David Wimble**  
Kent County Council – Romney Marsh Division



# **CIVIC AND SOCIAL ENGAGEMENTS 2025-2026**

## **September 2025**

**The Worshipful The Town Mayor**  
**Cllr Bob Jones**

21 <sup>st</sup>	Dungeness – Blessing of the Lifeboat	TS
27 <sup>th</sup>	Speakers Day Mayoress Town Clerk	TS

## **October 2025**

**The Worshipful The Town Mayor**  
**Cllr Bob Jones**

11 <sup>th</sup>	Shepway Brass Band – New Romney St Nicholas Church	
31 <sup>st</sup>	Lydd – Army Band on the Rype	TS