

A vertical blue line is positioned to the left of the text.

LYDD TOWN COUNCIL

CIVIC ROLES

LYDD TOWN COUNCIL**Role of Town Mayor**

The Mayor, apart from members of the Royal Family or the Lord Lieutenant who represents them, takes precedence over all persons in the town. The Mayor is the first citizen of the Parish of Lydd and represents the Council, and the people of Lydd.

The Mayor, by virtue of the office, also presides at the meetings of the Council where it is their duty to keep order, control the conduct of debate and carry out the procedures outlined in the Council's Standing Orders.

In addition to chairing the full Council meetings held in the Council Chamber every two months, the Mayor will:

- Open events held in the town and extend a Civic Welcome
- Host various functions and Civic Receptions
- Support sports people of the town (visit or start events, present prizes, etc)
- Open various events (school fetes etc)
- Attend a wide variety of events (Open Days, school/college presentations, Annual General Meetings, Dinners, neighbouring Civic Events, etc)

The Mayor also fundraises for charity throughout their Mayoral year – for the Army Benevolent Fund and a charity of their choice.

A Deputy Mayor is also elected and will be invited to stand in for the Mayor at occasions he/she cannot attend.

Role of the Mayoress / Mayor's Consort

After being elected by their fellow Councillors to the role, an incoming Mayor may appoint a Mayoress or Consort to accompany them whilst attending functions and events during the course of their year in office and assist them when organising receptions and charity fundraising events.

The Mayor is referred to as 'Mayor' whatever their gender. A female partner of the Mayor is usually referred to as "Mayoress", a male partner is usually referred to as "Consort", "Partner" or "Husband", depending on the preference of the Mayor.

The Mayoress/Consort will accompany the Mayor on engagements but other than that has no other civic role and must not undertake engagements alone. The Mayoress or Consort cannot substitute for the Mayor in any circumstance, even if the Mayor is present, the Deputy Mayor must step in to perform Mayoral duties.

LYDD TOWN COUNCIL

Town Mayor's Chaplain

The Mayor's Chaplain is chosen by the Town Mayor and is appointed at the Annual Council meeting in May each year for the Mayor's term of office.

The post of Mayor's Chaplain has no legal status, is an honorary one, and as such is unpaid. The traditional role of the Chaplain is to offer spiritual, pastoral and moral support/guidance to the Mayor in confidence.

Over and above being available to provide spiritual, pastoral and moral support should the Mayor so require, the Chaplain will also meet informally with the Mayor at their discretion.

The Mayor's secretary will provide the Chaplain with the list of meeting dates following the May Council meeting. The Chaplain is responsible for prayers before Council meetings. It serves as an opportunity to remind Members of their role as representatives of the larger community which they represent and the impact of their deliberations and decisions on their community as a whole.

The Chaplain also plays an important role in the format of the annual Civic Service and other services. He or she attends civic functions, for example Remembrance Day or any other occasions and by invitation of the Mayor and is responsible for Grace at Civic Dinners where requested..

Because the role has no legal status, the incumbent acts strictly as a personal advisor and ceremonial guide rather than an official political officer.

The primary duties of the role generally include:

- **Spiritual Guidance:** Offering confidential pastoral support and guidance to the mayor, depending on their personal faith or conscience.
- **Leading Civic Events:** Officiating or assisting at important civic occasions, such as leading prayers or reflections at town council meetings, Remembrance Sunday, and the annual Civic Sunday or Carol services.
- **Ceremonial Duties:** Often reading grace at civic dinners and accompanying the mayor on official engagements when invited.

YDD TOWN COUNCIL

Town Mayor's Cadet

The appointment of a Mayor's Cadet will provide an opportunity for a local cadet to support the Mayor in their civic duties while representing their respective cadet force or uniformed youth organisation.

The Mayor's Cadet will be appointed at the May Statutory Annual Meeting annually coinciding with the Mayor's term of office.

The appointment will be offered to local uniformed youth organisations such as Army Cadets, Sea Cadets, Scouts, Guides etc. and should be an outstanding young person who has demonstrated strong commitment, dedication and leadership and be a role model to young people in the Parish of Lydd.

The Mayor's Cadet will accompany the Town Mayor at designated civic and ceremonial occasions such as Civic services and Remembrance Sunday and other formal engagements as agreed in advance.

The responsibility for the welfare and safeguarding of the Mayor's Cadet remains the sole responsibility of their respective organisation.

The Cadet's organisation will ensure appropriate safeguarding measures, including providing a responsible adult (a staff member of the young person's parent/guardian) at events where required.

Lydd Town Council will not assume responsibility for risk assessment, safeguarding, or any logistical requirements related to the Mayor's Cadet. Administration and Coordination •

The Town Council will liaise with the cadet's organisation to coordinate the Mayor's Cadets attendance at civic events

The Mayor's Cadet must wear their full uniform in accordance with their organisations dress code when attending events.

The cadet is expected to uphold the highest standards of behaviour and professionalism while representing both their organisation and the Mayor's office.

LYDD TOWN COUNCIL BRIEFING NOTE**MAY 2026****Town Mayors Sea Cadet**

Hazel Greenhalf has lived in Lydd for two years now and loves being a part of this unique and vibrant community. Hazel rejoined the Sea Cadet Corps in May 2025, serving at TS Rye, having been a Junior Cadet some years before. She currently holds the rate of Cadet First Class and has chosen First Aid as her Specialisation, currently holding an Intermediate Qualification. She is especially interested in taking courses in naval aviation, skill at arms, drill and ceremonial, and power boat handling.

Hazel is currently taking her GCSE exams and is looking forward to studying Art and Design at college next year and wants to follow her grandfather and his brother in becoming an artist and photographer. Hazel is also looking forward to remaining in the Sea Cadet Corps as an Instructor, and joining the Dungeness Lifeboat, when she turns eighteen. Hazel is honoured to have been nominated by her unit to serve as Mayor's Cadet for Lydd, and has been selected by the Commanding Officer for her smartness, dedication, and good conduct

01 July 2026 (2026-2027)

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

RECEIPTS[illegible]

Lionel Robbins

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Sittingbourne
Kent ME10 1BZ
☎ 01795 473090



email: lionel.robbins@blueyonder.co.uk

Ms Angela Alexander
Town Clerk
Lydd Town Council
Guildhall
13 High Street
Lydd
TN29 9AF

16 May 2026
Reference: 2026/41

Providing the following services to Lydd Town Council:

Independent internal audit and completion of Annual Internal Audit
Report 2025-26
24 February and 5 May 2026

5.0 hours @ £70.00 per hour £350.00

Total Due: £350.00

The above fee includes support via email and/or telephone for
for 2025-26

INVOICE

Payment online or by BACS

Please quote reference number shown above

Payee: Lionel Robbins Sort code: 40-47-79 Account No: 21596195

**MEMBER TOWNS OF THE CONFEDERATION** as follows:-

Hastings Borough Council (SUPPLIER NUMBER: 62865)
Sandwich Town Council
Dover Town Council
New Romney Town Council
Hythe Town Council
Rye Town Council
Winchelsea Corporation
Deal Town Council
Ramsgate Town Council
Faversham Town Council
Folkestone Town Council
 Charter Trustees of **Margate**
Lydd Town Council
Tenterden Town Council

8th June 2026

<u>INVOICE</u>	£
Annual subscription to the Confederation for the year 2026-27	400.00

Methods of payment:

Please make your cheque payable to 'the Confederation of the Cinque Ports' and send it to:-

Mrs Christine Berkshire-Jones
Solicitor to the Ports
26 The Barnhams
Bexhill
East Sussex
TN39 3RE

Alternatively, payment can be made direct to the Confederation's bank account

Sort Code: 08-92-99
Account No: 65519866
Account Name: The Confederation of the Cinque Ports

Please make payment within the next 28 days.

5304

BREAKTHROUGH
COMMUNICATIONS & STRATEGIES LIMITED

Tax Invoice

Lydd Town Council
Lydd Town Council
13 High Street
Lydd
Romney Marsh
Kent
TN29 9AF
GBR

Invoice Date
24 Jun 2026
Invoice Number
INV-20211721
Reference
Data Protection
Subscription
VAT Number
329671279

Breakthrough
Communications &
Strategies Limited
BizSpace
Courtwick Lane
Littlehampton
BN17 7TL

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Data Protection Subscription service 12 months of access	1.00	695.00	100.00	20%	595.00
£100 Renewal Discount Included					
Subtotal (includes a discount of 100.00)					595.00
TOTAL VAT 20%					119.00
TOTAL GBP					714.00

Due Date: 15 Jul 2026

Our bank details are as follows:

Bank: Revolut Ltd
Sort Code: 04-29-09
Account Number: 81588593
Account Name: Breakthrough Communications & Strategies Limited

[View and pay online now](#)

Statement of Variances - Year ended 31 March 2026

Instructions for completing this template:

1. Enter figures per the AGAR in the cells highlighted in light blue. This will automatically calculate a difference and a percentage change between years.
2. If the variance is within 15%, no explanation is required (except fixed assets). However, if it is outside this threshold, the percentage difference will highlight in yellow and an explanation is required.
3. Explanations should be entered in the 'Item' column within each section, quantified as appropriate. This will automatically calculate the remaining difference and the percentage unexplained. There is additional space in the 'Additional comments/explanations' column, where a more detail explanation can be provided for the movement between years.
4. Once a sufficient explanation has been given to bring the percentage within 15% between years, the percentage difference cell will highlight as 'green' in the 'explained' line.

Please note that for fixed assets, regardless of the percentage change in the figure, an explanation is required for the movement.

Item	2024-25	2025-26	Difference	%	Additional comments / explanations
Box 2: Precept or Rates and levies	178,900.00	179,000.00	100.00	0.1%	
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
Box 2: Precept or Rates and levies (explained)			100.00	0.1%	No further explanation needed
Box 3: Total other receipts	28,480.00	21,609.00	-6,871.00	-24.1%	
HWRP VAT greater in previous year by 15,516.99			-15,516.99		19019.69 in 2024-25 and 3503.60 in 2025-26
Receipt from Nice Works marathon donation			1,800.00		
South East Airinsurance payment			5,290.00		for use of rest rooms - not received in 2024-25
Opus energy credit for over charged bill			895.88		
Aviva insurance claim			376.00		damaged swing (Clear Council insurance)
Box 3: Total other receipts (explained)			486.10	1.8%	No further explanation needed
Box 4: Staff costs	120,838.00	126,019.00	5,181.00	4.3%	
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
Box 4: Staff costs (explained)			5,181.00	4.3%	No further explanation needed
Box 5: Loan interest/capital repayments	0.00	0.00	0.00	#DIV/0!	
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
Box 5: Loan interest/capital repayments (explained)			0.00	0.0%	No further explanation needed
Box 6: Other payments	99,965.00	80,402.00	-19,563.00	-19.6%	
Election costs			-8,275.00		Shows items of expenditure incurred in the financial year 2024-25 which did not take place in the financial year 2025-26
Lime trees Memorial Garden polarding			-5,100.00		
Guild Hall repairs - roof, gutters and water ingress			-18,357.00		
Under 5s play area fencing and new equipment			-1,767.00		
Accountancy fees			-1,950.00		
Box 6: Other payments (explained)			-4,114.00	-4.1%	No further explanation needed
Guidance: please consider any movements in other payments and whether these may impact the movement in fixed assets in Box 8 below.					
Box 8: Fixed assets plus long-term investments	1,290,064.00	1,283,365.00	-6,699.00	-0.5%	
Office shredder			849.00		Acquisition
HP Gen Server			1,156.00		Acquisition
2 x HP 800 mini G6			1,398.00		Acquisition
2 donated noticeboards			2.00		Acquisition
850 wireless laptop			990.00		Acquisition
Gaston Topsy bin			-277.90		Disposal
Box 8: Fixed assets plus long-term investments (explained)			-0.10	0.0%	Further explanation needed
Box 10: Total borrowings	0.00	0.00	0.00	#DIV/0!	
			0.00		
			0.00		
			0.00		
			0.00		
Box 10: Total borrowings (explained)			0.00	0.0%	No further explanation needed