

**LYDD TOWN COUNCIL
Meeting Rules and Etiquette Policy****June 2026****INTRODUCTION****Purpose of this Document**

This document sets out the rules and etiquette to be adopted at meetings by Councillors, employees and the public. In brief, those present, are requested to observe this policy, otherwise they may be asked to leave by the Chair in accordance with Standing Orders. Town council etiquette revolves around strict decorum, respect for procedural rules. The dress code for a Council meeting is typically **business wear or business casual**. The goal is to look polished, respectful, and professional. Committee meetings are less formal than full Council meetings and smart casual wear is appropriate to be worn.

(Exceptions may be made where a Councillor has come directly from work where their job does not include office style business clothing)

COUNCIL MEETING RULES

Agenda Items: Only business directly connected to items on the agenda may be discussed at the meeting. Matters not on the agenda may be considered for inclusion on a future agenda. Councillors wishing to request an agenda item must complete a Motion on Notice form in accordance with Standing Orders.

Speaking at Meetings: Everyone should speak clearly so that all present can hear. Anyone wishing to speak should raise their hand and wait to be invited by the Chair. Speakers should normally stand when speaking, unless they have a disability, may experience discomfort, or the Chair permits them to remain seated.

Comments must be directed to the Chair. Only one person may speak at a time. If more than one person wishes to speak, the Chair will decide the order of speakers.

Conduct and Order: If disorderly conduct occurs during a meeting, the Chair will call the meeting to order. Anyone who refuses to accept the Chair's authority may be required to leave the meeting. If order cannot be restored, the Chair may adjourn the meeting.

Decisions and Motions: A motion agreed by the Council must not be reversed within six months unless the matter is brought forward by motion at an extraordinary meeting and the relevant Standing Orders allow it.

MEETING ETIQUETTE

Respectful Participation: Take turns when speaking and avoid monopolising the discussion. Side conversations should not take place while the meeting is in progress, as they can be disruptive.

Clear and Relevant Contributions: Keep contributions concise, relevant, and focused on the agenda item under discussion.

The Chair will determine the agenda item being discussed. Once the meeting has moved on to the next item, earlier items will be treated as completed business and should not be revisited.

Preparation: Come prepared to make a meaningful contribution. Review all papers in advance, including the agenda and any supporting background materials.

Punctuality and Attendance: Make every effort to arrive on time and stay for the full duration of the meeting. The meeting start time is shown on the agenda, which serves as the official summons for Councillors to attend.

- Arrive before the scheduled start time, as the door will be locked once the meeting begins.
- If you expect to arrive late, notify the Clerk in advance.
- Late arrivals should wait by the door until invited in by the Chair and should enter quietly to avoid disrupting the meeting

If you need to leave before the expected finish time, inform the meeting in advance, seek the Chair's permission, and leave quietly so as not to disrupt proceedings.

PRESENTATIONS AND GUEST SPEAKERS

Purpose of Attendance: From time to time, guest speakers may attend Council meetings to provide a report, presentation, advice, or information on a particular matter or consultation.

Courtesy and Respect: Invited visitors must be welcomed to the meeting and treated with courtesy and respect. They should not be made to feel bullied, intimidated, or unwelcome.

Council Protocols and Professionalism: The Council's protocols on Councillor and Officer relations also apply when dealing with councillors and officers from other authorities, including the County Council, District Council, and police.

Managing the Meeting: The Council should create a positive impression by being welcoming, managing meeting time effectively, and maintaining a structured approach to discussion and decision-making. Invited guests should be thanked by the Mayor or Chair for their attendance and contribution before they leave the meeting.

PUBLIC QUESTIONS

Public Participation: Council meetings are open to the public. Members of the public may ask questions during the public participation session.

Public participation is limited to a maximum of 15 minutes in total, with up to 3 minutes allowed per person.

Speaking During the Meeting: Once the meeting has started, members of the public may not speak but may remain to observe the meeting.

No Debate or Decisions: No debate or decisions will be made at the meeting on issues raised during the public forum, unless they relate to items already on the agenda.

Restrictions

The Chair may decline to hear a speaker at any time where:

- the speaker repeats views already presented by an earlier speaker at the same public forum;
- the speaker is repetitious, disrespectful, or offensive;
- the speaker has previously spoken on the same issue; or
- the matter is subject to legal proceedings.

SUMMARY

Council meetings are formal and are as successful as the positive contributions made by Councillors and the following practices should be observed.

- **Respectful Participation:** Meetings should benefit all participants and be conducted in an orderly, respectful manner. Everyone should address others courteously, support equal participation, follow the Chair's direction, and help the meeting run smoothly.

- **Chair's Role:** The Chair is responsible for keeping meetings orderly, focused, and within the agreed time. Meetings should not usually last longer than two hours. The Chair should prevent repetition, manage the order of speakers, and ensure that no individual dominates the discussion.
- **Speaking Protocol:** Anyone wishing to speak should signal by raising their hand to the Chair and wait to be invited. Contributions should be prepared in advance, kept concise, and expressed clearly using appropriate, non-defamatory language. Bullet-point notes can help speakers cover their points without repetition. Speakers should speak clearly, and only one person should speak at a time so that everyone can hear what is being said. Where possible you should stand when being invited to speak.
- **Disruptive Behaviour:** No one should dominate, interrupt, or disrupt the meeting. Participants should be treated courteously and should not feel bullied or intimidated. The Chair must address disruptive behaviour promptly. Anyone causing disruption may be asked to stop; if the behaviour continues, the meeting may be adjourned and, where necessary, the person responsible may be asked to leave.

LYDD TOWN COUNCIL

JULY 2026

Tennis Courts

Following the decision by the Buildings and Amenities Committee that the tennis courts be relined for the forthcoming season they considered three quotes and selected the most competitive.

The work was carried out on Thursday 25th June 2026 as the photographs below show.



Lydd Primary School will be using the courts again from September.

LYDD TOWN COUNCIL

The Rype Hire Agreement

Introduction

Lydd Town Council manages and administers applications for use of the Rype and is responsible for its upkeep and maintenance. All requests to use the Rype for an event should be submitted on the following application form and sent to Lydd Town Council for consideration.

Terms of hire

- This agreement is made between Lydd Town Council and the Hirer (signatory to the agreement document) following consideration of the application and granting of permission for use for the event during the period as set out in the Hirers application below.
- The Hirer agrees to read and comply with the terms and conditions of hire for the Rype and the byelaws and regulations that apply at the time of hire.
- The Hirer must fully complete all sections of this Agreement and supply all supporting documents before the application can be considered by Lydd Town Council.

SECTION 1 – DETAILS OF HIRER

Hirer details	Please enter details below	Office use
Date of application	23-6-26	
Name of Hirer	Stephen Harrison	
Name of Organisation	Festivals Amusements	
Telephone Number	[REDACTED]	
Email address	festivalsamusements@gmail.com	
Postal address	Willow tree Station Approach New Romney Kent TN28 8LU	
Mobile number for contact on day of event	Stephen [REDACTED]	
Permission to process your personal information	I agree that I have read and understand Lydd Town Council's Privacy notice. I agree by signing the consent box below that Lydd Town Council and its authorised representatives may process my personal information for the purposes of hiring the Rype. Details of the event and your contact details may be included on the Events page of the Lydd Town Council website and circulated to Councillors for information.	

Signature of hirer	Your signature	Date	
	Stephen Harrison	23-6-26	

SECTION 2 – DETAILS OF EVENT

Details of your booking Please provide full details of the intended use of the Rype for your event. Please continue on a separate sheet if required.	Vintage children's fun fair for the children of Lydd Providing selection of children's rides bouncy castle catering unit games stalls 1 family aerial ride we will be providing a 2-hour wristband session				
Dates and times required Please include full details of all dates and start and finish time which must include any setting up and clearing up times for the event.	Set up wed 29-7-26 clear up tues 4-8-26 Trading dates Frid 31-7-26 – Mon 3-8-26 Trading times 10am-8pm Mon 10am – 6pm				
Do you intend to have any of the following at your event? Please circle yes or no below					
Fireworks	☐	NO			
Marquee and or Gazebo	☐	NO			
Bouncy Castle or similar inflatables	☒	YES			
Fairground rides	☒	YES			
Stalls	☒	YES			
Alcohol	☐	NO			
Music	☐	NO			
Food	☐	NO			
Animals	☐	NO			
Closure of roads	☐	NO			
If you have answered yes to any of the above, please ensure that you have arranged all suitable insurance and licences and informed the appropriate emergency services and support agencies.	Please list the required documents and their dates of cover and include the certificates with your application or advise the date that these will be supplied to		PIPA test for bouncy castle PLI for fairground rides and bouncy castle games stalls ADIPS test for all rides F&H certificate for catering PLI for catering		

	the Town Council.		
First Aid Who will be responsible for First Aid in the case of medical need?	Please insert name of person and contact details or name of organisation.	Festivals Amusements	

SECTION 3 – CHECKLIST TO BE COMPLETED BY HIRER

Please complete the following and return to Lydd Town Council and keep a copy for your records. If the required documents are not included at the time of submitting your application please include date they will be provided in right hand column.

DOCUMENTATION	HAVE YOU COMPLETED OR OBTAINED THESE? PLEASE INSERT YES OR NO	HAVE YOU PROVIDED COPIES TO LYDD TOWN COUNCIL? PLEASE INSERT YES OR NO IF NO PLEASE PROVIDE DATE BY WHEN YOU WILL SUPPLY
Read the Terms and Conditions and Completed the Hire form?	yes	
Public liability insurance for the event (you or organiser)	yes	Our PLI runs annually 26-7-26 I will send over up to date when it arrives
Event Risk Assessment		
Temporary Event Notices (TEN) for alcohol and music	no	
Road Closure Permission	no	
Review of anyone preparing and or serving food and compliance with relevant food health	yes	
Fairground ride Health and Safety Risk Assessment and Guild Membership	yes	
Permission to use Manor Road Pavilion for electricity, water, toilets etc	no	

To be completed by Hirer	
Print Name	Stephen Harrison
Signature	Stephen Harrison
Date	23-6-26
To be completed by Lydd Town Council	
Date application received	
Proof of ID received and approved	
Supporting documents received	
Approved under delegated authority	
Application approved	
Name of Officer	
Signed	
Date	
Reported to Council (Date of meeting)	
Referred to Council for approval	

Meeting date application referred to	
Approved	
Councillors recorded votes	
Application refused	
Councillors recorded votes	
Date applicant advised – indicate email, letter	
In case of cancellation please indicate by Council or applicant and reasons and date of cancellation.	

LYDD TOWN COUNCIL

The Rype Hire Agreement

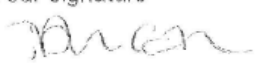
Introduction

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- The Hirer agrees to read and comply with the terms and conditions of hire for the Rype and the byelaws and regulations that apply at the time of hire.
- The Hirer must fully complete all sections of this Agreement and supply all supporting documents before the application can be considered by Lydd Town Council.

SECTION 1 – DETAILS OF HIRER

Hirer details	Please enter details below	Office use
Date of application	02/06/2026	
Name of Hirer	Jessica Duncan, Emily Smith & Kerry James	
Name of Organisation		
Telephone Number	[REDACTED]	
Email address	Jessicaduncan2a@gmail.com	
Postal address	[REDACTED] Lydd Kent TN299DJ	
Mobile number for contact on day of event	[REDACTED]	
Permission to process your personal information	I agree that I have read and understand Lydd Town Council's Privacy notice. I agree by signing the consent box below that Lydd Town Council and its authorised representatives may process my personal information for the purposes of hiring the Rype. Details of the event and your contact details may be included on the Events page of the Lydd Town Council website and circulated to Councillors for information.	
Signature of hirer	Your signature 	Date 02/06/26

SECTION 2 – DETAILS OF EVENT

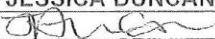
Details of your booking Please provide full details of the intended use of the Rype for your event. Please continue on a separate sheet if required.	<u>Lydd Fest 2027</u> • Live music event for the community of Lydd • Event will run from 1pm-11pm (latest) • Temporary marquee with a licenced bar • Food vendors and stallholders invited • Trailer stages for acts to perform – fenced off for safety in line with event safety requirements		
Dates and times required Please include full details of all dates and start and finish time which must include any setting up and clearing up times for the event.	Thursday 5th and Friday 6th August 2027 - Access to the Rype for set up – this will include the set up of the marquee and arrival of the toilets and fencing. <i>The rype could still be used for football training on these days</i> Saturday 7th August The main event day – full day use required. Event will start at 1pm and run through to the latest of 11pm. Sunday 8th August Access for full clean up & contractors to pack down.		
Do you intend to have any of the following at your event? Please circle yes or no below			
Fireworks	NO		
Marquee and or Gazebo	YES		
Bouncy Castle or similar inflatables	NO		
Fairground rides	NO		
Stalls	YES		
Alcohol	YES		
Music	YES		
Food	YES		
Animals	NO		
Closure of roads	NO		
If you have answered yes to any of the above, please ensure that you have arranged all suitable insurance and licences and informed the appropriate emergency services and support agencies.	Please list the required documents and their dates of cover and include the certificates with your application or advise the date that these will be supplied to the Town Council.	These will be supplied in due course. Once approval for use has been granted, we will start the formal planning and submit these as required.	
First Aid Who will be responsible for First Aid in the case of medical need?	Please insert name of person and contact details	These will be supplied in due course. Once approval for use has been granted, we will start the formal planning and submit these as required.	

	or name of organisation.		
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SECTION 3 – CHECKLIST TO BE COMPLETED BY HIRER

Please complete the following and return to Lydd Town Council and keep a copy for your records. If the required documents are not included at the time of submitting your application please include date they will be provided in right hand column.

DOCUMENTATION	HAVE YOU COMPLETED OR OBTAINED THESE? PLEASE INSERT YES OR NO	HAVE YOU PROVIDED COPIES TO LYDD TOWN COUNCIL? PLEASE INSERT YES OR NO IF NO PLEASE PROVIDE DATE BY WHEN YOU WILL SUPPLY
Read the Terms and Conditions and Completed the Hire form?	YES	
Public liability insurance for the event (you or organiser)	YES – this will be supplied	
Event Risk Assessment	YES – this will be supplied	
Temporary Event Notices (TEN) for alcohol and music	YES – this will be supplied	
Road Closure Permission	n/a	
Review of anyone preparing and or serving food and compliance with relevant food health	YES – this will be supplied	
Fairground ride Health and Safety Risk Assessment and Guild Membership	n/a	
Permission to use Manor Road Pavilion for electricity, water, toilets etc	Yes – will contact Lydd Town Football Club as outlined in the hire terms and conditions	

To be completed by Hirer	
Print Name	JESSICA DUNCAN
Signature	
Date	02/06/26
To be completed by Lydd Town Council	
Date application received	
Proof of ID received and approved	
Supporting documents received	
Approved under delegated authority	
Application approved	
Name of Officer	
Signed	
Date	
Reported to Council (Date of meeting)	
Referred to Council for approval	
Meeting date application referred to	
Approved	
Councillors recorded votes	
Application refused	
Councillors recorded votes	
Date applicant advised – indicate email, letter	

In case of cancellation please indicate by Council or applicant and reasons and date of cancellation.	
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LYDD TOWN COUNCIL

JUNE 2026

Request for support from Lydd Primary School

I am hoping to gain Lydd Town Council's endorsement for some road surface and street signage upgrades, directly outside our school gates, along Queen's Road, Lydd. I appreciate that this falls into the remit of Kent County Council, primarily; however, our Town Council's voice, especially when submitting and reviewing ideas in the Local Plan would be very much appreciated. We use KCC's Jambusters portal and have been invited to lobby for these infrastructure upgrades.

Our travel surveys have revealed that pupils wish to use their cycles and scooters to travel to school rather than do local journey car drop-offs but are prohibited due to potholes and partially erased road markings (which were there to prohibit parking) but are no longer visible and therefore not adhered to (see the photographs attached). Furthermore, as the road is quite narrow, we feel that a 20mph zone along Queen's Road, Lydd be installed, with signage to make this clear to all road users. (I note that New Romney Town Council have imposed a quite wide 20mph zone within their area.)



In short, would you be able to present this to the Town Council with a view to them getting behind and lending their respected voices to this much-needed project? The promotion of a healthy active travel for our pupils will have a huge positive impact on their physical literacy (health legacy) for our community.

NOTICE OF UNCONTESTED ELECTION

Folkestone and Hythe District Council

Election of Town Councillors for

Lydd Town Council on Thursday 23 July 2026

I, S. Priest being the Returning Officer at the above election, report that no candidates were nominated for Lydd Town Council.

A new by-election for **THREE** vacant seats will be held within 35 working days* of Thursday 23 July 2026.

*In computing any period of time for this purpose, a Saturday, Sunday, day of the Christmas break, of the Easter break or of a bank holiday or day appointed for public thanksgiving or mourning must be disregarded.

"The Christmas break" means the period beginning with the last week day before Christmas Eve and ending with the first week day after Christmas Day which is not a bank holiday, "the Easter break" means the period beginning with the Thursday before and ending with the Tuesday after Easter Day, and "a bank holiday break" means any bank holiday not included in the Christmas break or Easter break and the period beginning with the last week day before that bank holiday and ending with the next weekday which is not a bank holiday.

Dated 29 June 2026

S. Priest
Returning Officer

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CIVIC AND SOCIAL ENGAGEMENTS 2026-2027

The Worshipful The Town Mayor
Cllr Bob Jones

May 2026

22nd Lydd – Credo Care 25th Anniversary

June 2026

14 th	Lydd – Mayor and Lydd Club Day United Service Town Sergeant Town Clerk Councillors	TS
20 th	Lydd – Lydd Club Day Luncheon	TS
26 th	Dover – Maison Dieu	TS

Civic and Social Engagements May – June 2026