



**WALMER TOWN COUNCIL**  
62 The Strand, Walmer, Deal, Kent CT14 7DP

Tel: 01304 362363

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)

Dated 25<sup>th</sup> April 2024

To All Councillors

You are hereby summoned to attend the **ANNUAL COUNCIL MEETING** of **WALMER TOWN COUNCIL** to be held on **Wednesday 1<sup>st</sup> May 2024 at No 8 The Strand, Walmer. At 7pm.**

**Roland Aldred**  
Town Clerk

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#### AGENDA

**1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2024/25 AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE AS CHAIRMAN.**

**2. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2024/25.**

**3. APOLOGIES FOR ABSENCE.**

**4. DECLARATIONS OF INTEREST.**

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

Attach 1

**5. OPENNESS AND TRANSPARENCY**

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

**6. APPOINTMENT OF COMMITTEES, SUB COMMITTEES & REPRESENTATIVES**  
To consider the allocations of the Cttees and working groups Attach 2

**A) Committees**

- i) Appointment of Councillors to the Planning Committee
- ii) Appointment of Councillors to the Finance & General Purposes Committee
- iii) Appointment of Councillors to the Amenity & Environment Committee
- iv) Appointment of Councillors to the Walmer in Bloom Committee
- v) Appointment of Councillors to the Human Resources Committee
- vi) Appointment of Councillors to the Events Committee

**B) Council Working Groups**

- i) Appointment of a Councillors to the Climate Emergency Working Group
- ii) Appointment of a Councillors to the Public Engagement Working Group

**C) Parish Council Representatives on outside Bodies**

- i) Appointment of one representative to act as Police Liaison Officer.
- iii) Appointment of representatives to attend meetings of the Kent Association of Local Councils.

**7. CHAIRMAN'S REPORT**

**8. MINUTES**

To approve the minutes of the Council meeting held on Wednesday, 3<sup>rd</sup> April 2024. Attach 3

**9. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**

**10. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER**

- i) To agree to suspend the meeting for up to 15 minutes to allow discussion with members of the electorate of the Parish of Walmer present at the meeting.
- ii) To receive a report from the DDC/KCC Members for Walmer

**11. CRIME AND ANTI SOCIAL BEHAVIOUR REPORTS**

To receive PCSO report on crime and anti-social behaviour in Walmer

**12. COMMITTEE REPORTS + MINUTES**

- i. To receive any reports and any agreed minutes as follows:
  - a) Amenities + Environment – minutes from Jan 17, 2024. Attach 4
  - b) Finance + General Purposes – No minutes to report.
  - c) Walmer in Bloom – No minutes to report.
  - d) Events Committee –No minutes to report.
  - e) Planning Committee – minutes from Mar 12, 2024. Attach 5
  - f) Climate Emergency Working Group – minutes from 25 Jan 2024. Attach 6
  - g) Public Engagement Working Group – Notes from meeting 12<sup>th</sup> Apr 2024. Attach 7
- ii. To receive any comments about the draft minutes on Walmer Town Councils website. The following draft minutes are available on the website.

j) Climate Emergency Working Group – minutes from Mar 28, 2024.

**13. REPORT OF THE CLERK**

To receive a report from the Clerk on matters received.

**14. FINANCIAL REPORT**

To note

i. Bank balances April 2024.

Attach 8

ii. Monthly Finance report

To decide

iii. To approve invoice for 2118.00 for annual membership to KALC

**15. INVITATIONS & EVENTS**

Verbal report

**16. MEDIA/COMMUNICATION POLICY**

To review and make any changes as Members deem appropriate Walmer Town Council's press and media policy.

Attach 9

**17. COUNCIL RISK ASSESSMENT**

To review and make any changes as Members deem appropriate to Walmer Town Councils Risk assessment.

Attach 10

**18. TOWNS OF SANCTUARY**

To receive a report from Cllrs Waite-Gleave and Grist and decide on supporting the City of Sanctuary movement.

Attach 11

**19. SUPPORT FOR MARINE ROAD TOILET**

To decide on whether or not and to what level to support Marine Road toilet.

Attach 12

**20. OFFICE CLEANERS**

To decide on quotes for a cleaner to come in to the office on a regular basis.

**21. DATE OF NEXT MEETING**

Wednesday 5<sup>th</sup> of June at 7pm



## **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 in 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 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 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 an 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 the 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 Interest (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone they 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 matter under consideration

### Note to the code:

Situations in which a member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the wellbeing of a Member, relative or close associate, employer ect. but not their financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer ect would probably constitute either an OSI or in some cases a DPI.



Committee	F&GP	HR	A&E	Planning	WIB	Events
Membership as per terms of reference	6 Members	at least 3	up to 7	at least 6	at least 4	at least 6
	Peter Jull	Trevor Bond	Mike Eddy	James Murray	Louise Ludwig	Tony Grist
	James Murray	Peter Jull	Peter Findley	Mark Simpson (Vice)	Sarah Waite Gleave	Adrian Friend
	Mark Simpson	Elinor Crockford	Peter Jull	Peter Findley	Paul Ludwig	Mark Simpson
	Paul Ludwig	James Murray	Paul Ludwig	Elinor Crockford	Peter Findley	Louise Ludwig
	Adrian Friend	Diana Richardson	Rick Blackwell	Louise Ludwig		Diana Richardson
	Keith Lee	Sarah Waite Gleave	Sarah Waite Gleave	Keith Lee		
	Diana Richardson		Keith Lee	Sarah Waite Gleave		
	Mike Eddy		Diana Richardson	Tony Grist		
	Sarah Waite Gleave		Mark Simpson	Rick Blackwell	Angela Late	
				Trevor Bond	Dawn Bogue	Marguerite Beard-Gould
<b>Total Members</b>	<b>9</b>	<b>6</b>	<b>9</b>	<b>10</b>	<b>8</b>	<b>6</b>

CEWG	Public Engagement	Police Liaison	KALC	Bank Signatories
at least 3	8	1	3	Non voting members
Sarah Waite Gleave	Elinor Crockford	Elinor Crockford	Sarah Waite Gleave	James Murray
Rick Blackwell	Diana Richardson			Peter Jull
Mike Eddy	Louise Ludwig			Mark Simpson
Louise Ludwig	Paul Ludwig			Trevor Bond
Peter Findley	Sarah Waite-Gleave			Louise Ludwig
	Adrian Friend			Mike Eddy
	Tony Grist			
	Trevor Bond			
<b>Sarah Fisher</b>	<b>7</b>	<b>1</b>	<b>3</b>	<b>3</b>

Clir P Ludwig has requested to come off of Public Engagement

Clir L Ludwig has requested to come off of Planning and be added to A&E

Attach 2







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**DRAFT Minutes of the Meeting of Walmer Town Council held on Wednesday 3<sup>rd</sup> April 2024 at No 8 The Strand, Walmer.**

**Present Councillors:** Cllr T Bond (Chairman), Cllr Mrs L Ludwig, Cllr M Eddy, Cllr T Grist, Cllr P Ludwig, Cllr R Blackwell, Cllr A Friend, Cllr J Murray, Cllr D Richardson, Cllr Waite-Gleave, Cllr Findley and Cllr P Jull.

**Officers Present:** Roland Aldred, Town Clerk

Cllr Friend was not present at the start of the meeting.

**553. APOLOGIES FOR ABSENCE**

Cllrs Lee and Simpson offered apologies that were accepted, Cllr Friend offered apologies as he would be late.

Cllr Murphy of Dover District and Kent County Council sent apologies.

**554. DECLARATIONS OF INTEREST**

No declarations were made.

**555. OPENNESS AND TRANSPARENCY**

The Chairman reminded all those present of the openness and transparency statement.

**556. CHAIRMAN'S REPORT**

The Chairman reported:

- i. He had attended the 100 year celebration of Deal Hospital.
- ii. Cllr Eddy of Walmer Town Council had been made an Alderman of Kent, and wish to offer his congratulations for the honour of being recognised in this fashion for his 16 years of service of Kent County Council.

**557. MINUTES**

Members received the minutes of the Council meeting held on Wednesday, 6<sup>th</sup> March 2024.

**RESOLVED:** That the minutes be approved and signed.

Proposed by Cllr Eddy

Seconded by Cllr Murray

For 12

Against 0

Abstain 0

## 558.MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

No matters were raised.

## 559.QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

- i. One member of the public was present and asked question on:
  - a) The situation in regard to the offices – the clerk advised that progress on the re-assignment of No 8 was moving forward.
  - b) The application for an Alcohol Licence for the Adventure Golf – The Chairman advised that level one council's were not consultees on Licencing and that to ensure fairness the local district councillors were not allowed to sit on the panel that reviewed an application at district level.
- ii. Cllr Murphy of Kent County Council sent in a written report stating that there was little to report back other than he continued to raise concerns about the issues of roadworks within Upper Walmer.

## 560.CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

Cllr Crockford reported that Kent Police have been investigating some anti-social behaviour from youths in the town and an increased Police presence has been put in place.

## 561.COMMITTEE REPORTS AND MINUTES

- i. To receive any reports and any agreed minutes as follows:
  - a) Amenities + Environment – No minutes to present.
  - b) Finance + General Purposes – No minutes to present.
  - c) Walmer in Bloom – minutes from Feb 20<sup>th</sup> 2024.
  - d) Events Committee – minutes from Jan 30<sup>th</sup> 2024.
  - e) Planning Committee – minutes from Feb 13<sup>th</sup>, 2024.
  - f) Climate Emergency Working Group — No minutes to present
  - g) Public Engagement Working Group – no meeting held.

**RESOLVED:** Members agreed to note the minutes of all the above committees and ask that the Chairman Mrs S Le Chevalier thanking her for her efforts over the year.

Proposed Cllr Eddy

Seconded Cllr Findley

For 12

Against 0

Abstain 0

- ii. To receive any comments about the draft minutes of meetings taken place since the last council meeting.

**NOTED**

Proposed Cllr Bond

Seconded Cllr Eddy

For 12

Against 0

Abstain 0

## 562.REPORT OF THE CLERK

The Clerk reported:

- i. The internal auditor will be attending on the 15<sup>th</sup> May to do the annual AGAR audit.
- ii. The Clerk has been working with DDC on getting the bins at the MUGA emptied on a regular basis.
- iii. We have over the last 2 days had 4 separate complaints about parking on the bend by Walmer Castle. This bend is blind and forcing cars in to the other lane is causing a danger.

**RESOLVED** – to write to KCC, DDC and English Heritage asking for action to prevent parking on this blind bend

Proposed – Cllr Bond

Seconded – Cllr Findley

For 12                      Against 0

Abstain 0

**RESOLVED** – To note the report of the Clerk.

Proposed – Cllr Waite-Gleave

Seconded – Cllr Eddy

For 12                      Against 0

Abstain 0

## 563.FINANCIAL REPORT

- i. Bank Balances

Members received the bank balances

Bank Balances as at 31/03/24

Lloyds bank	£ -
Unity Trust current	£ 33,011.34
Unity Trust Deposit	£ 214,675.03
<b>Total</b>	<b>£ 247,686.37</b>

ii. Monthly Finance report

Members received the February 2024 monthly financial report.

Financial update for month of March 2024

Balance at start of month £260,971.14

Payments		
Who	For	Amount
EDF	Utilities	£60.44
Staff	Salaries	£4,721.61
HMRC	Tax and National Insurance	£1,194.68
KCC LGPS	Pensions	£1,848.15
Tree Leaf Services	Removal of fallen tree	£180.00
Deal TGI Tang Soo Do	Grant	£400.00
Mitec	Telecoms	£124.80
Credit Card	Credit Card payments	£63.17
Edge IT	Five Year Contract	£1,304.16
Dave Halpin	Window Cleaner	£12.00
Councillor's Expenses	Councillor's Expenses	£5,130.00
Lloyds Bank	Bank Charges	£3.00
SLCC	Course Payment	£351.00
Vision ICT	Course Payment	£30.00
Business Stream	Utilities	£206.07
Gazen Salts	Tool Hire	£60.00
Mr L Robbins	Internal Audit	£175.00
Batcheelor Coop	Payroll	£282.74
Palmstead Nurseries	Tree Delivery	£532.70
Unity Bank	Bank Charges	£30.60
Total		£16,710.12

Receipts		
Who	For	Amount
General Public	Car Parking Donations	£77.81
KCC	Tree Grant	£450.25
Allotment Holders	Allotment Rent	£1,375.66
Unity Bank	Bank Interest	£1,521.63
Total		£3,425.35

Balance at end of month £247,686.37

This month spend	-£13,284.77
% of yrs precept for month	5.40%
Total net spend YTD	-£175,787.74
% of precept YTD	71.42%
	-£191,787.74
	77.92%

Last year	-£35,591.45
% of precept for month	15.22%
Total spent LYTD	-£265,810.56
% of precept LYTD	113.65%

**RESOLVED** – Members agreed to note the bank balances and monthly finance update.

Proposed Cllr Eddy

Seconded Cllr Murray

For 12

Against 0

Abstain 0

iii. To agree events committee recommendations to move £1100 between events budgets.

**RESOLVED** – Member resolve that a resolution of the council is not required for the events committee to do this

Proposed Cllr Jull

Seconded Cllr P Ludwig

For 12

Against 0

Abstain 0

iv. To approve payment of £6000 to Southeastern in respect of WTC's share of the secure cycle hub.

**RESOLVED** – To approve the payment.

Proposed Cllr Jull

Seconded Cllr Eddy

For 12

Against 0

Abstain 0

#### **564. INVITATIONS AND EVENTS**

Cllr Bond or the Chairman at the time will be attending the annual Royal Marine Concert.  
Cllr L Ludwig will be attending the Deal, Walmer and Kingsdown St Georges day parade.

#### **565. CAMPING AT THE DRILL FIELD FOR THE NATIONAL SCHOOLS REGATTA**

Members considered a request from Deal, Betteshanger and Walmer Rugby and Social Club to allow the Downs Sailing Club to use the Drill Field for camping during the National Schools Regatta in 2026.

**RESOLVED** – To approve the request provided all required permissions are obtained.

Proposed – Cllr Jull

Seconded – Cllr P Ludwig

For 12                      Against 0                      Abstain 0

#### **566. REPORT OF THE AUDITOR**

Members received a written report from Walmer Town Councils auditor.

**NOTED.**

Proposed – Cllr Jull

Seconded – Cllr Eddy

For 12                      Against 0                      Abstain 0

#### **567. DOVER DISTRICT COUNCILS REQUEST FOR SUPPORT FOR THE MARKE WOOD PLAY AREA**

Cllr Friend arrived at the meeting

Members considered a proposal from Dover District Council for a collaborative working arrangement to replace and improve the Children's play area at Marke Wood.

**RESOLVED** – To agree to support the project allowing for additional equipment to be purchased up to the sum of £25,000 in principle (members will be able to review what the £25000 adds to the project before making a final decision) based on seeing value for money.

Proposed – Cllr Richardson

Seconded – Cllr L Ludwig

For 12                      Against 0                      Abstain 0

**RESOLVED** – Members appointed Cllrs Richardson and Blackwell as WTC representatives with DDC on this project.

Proposed – Cllr Jull

Seconded – Cllr Richardson

For 10                      Against 1                      Abstain 2

Cllr Jull requested that item 18 Voting on committees be brought forward from item 18 to item 16 therefore in the public arena. The Clerk advised that should they wish to do so the conversation would have to be in a very general format staying away from any talk that could potentially identify any specific person.

**568. VOTING RIGHTS ON COMMITTEES**

Members received a written report from the Clerk on current voting rights, the practices and legalities of voting rights on committees

**RESOLVED** – To remove voting rights from any member of a committee not an elected Councillor.

Proposed – Cllr Murray

Seconded – Cllr Eddy

For 11

Against 1

Abstain 1

**569. CONFIDENTIAL TO BE HELD UNDER THE PUBLIC BODIES (admission to meetings) ACT 1960**

To move to a private session to discuss matters of a confidential nature.

**RESOLVED** To move to a private session.

Proposed – Cllr Jull

Seconded – Cllr Friend

For 13

Against 0

Abstain 0

**570. NO 8 THE STRAND**

Members received a verbal update from the Clerk on the progress relating to No 8 the Strand and the re-assignment of the property.

**571. DATE OF NEXT MEETING**

Wednesday May 1, 2024.

Annual Town Meeting – April 17, 2024.

The meeting closed at 20.45 pm.

Signed: ..... Date: .....



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**MINUTES**

**Minutes of the meeting of the Amenity and Environment Committee held on Wednesday 17<sup>th</sup> January 2024 at 7pm at 8 The Strand, Walmer.**

**Present Councillors:**

Cllr M Eddy (Chair), Cllr D Richardson, Cllr P Ludwig, Cllr S Waite-Gleave, Cllr R Blackwell, Cllr P Findley, Cllr T Bond (ex officio) and Cllr L Ludwig (ex officio).

Roland Aldred –Town Clerk

2 members of the public representing swifts were present

**413. WELCOME AND APOLOGIES FOR ABSENCE**

The Chairman welcomed all present. Apologies from Cllrs Lee, Simpson and Jull were received and accepted. Members agreed to move the decision on item 419 and item 425 to the end of the meeting.

**414. OPENNESS AND TRANSPARENCY**

The Chairman reminded the meeting of the terms of various rights to record and transmit the transactions of the meeting under the Local Government Audit and Accountability Act 2014.

**415. DECLARATIONS OF INTEREST**

Cllrs P and L Ludwig declared a DPI in respect of item 426 as they are allotment tenants. Cllr Findley declared an OSI in respect of item 425.

**416. MINUTES OF THE PREVIOUS MEETING**

Members received the minutes of the committee meeting held on Wednesday 22<sup>nd</sup> November 2023.

**AGREED**

That the minutes are a true record and are approved.

Proposed by Cllr Findley

Seconded by Cllr Waite-Gleave.

**417. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

No items.

**418. PUBLIC PARTICIPATION**

No members of the public wished to ask any questions.

**419. NATURE AND BIODIVERSITY GRANT APPLICATION**

Members received an application for a grant of £443.43 from the Walmer and Deal Action for Swifts group. Walmer and Deal Action for Swifts gave a presentation on the application detailing the loss of nesting sites and the decline in numbers of Swifts, they also spoke about the actions they had already taken and the positive changes this had made. The decision on the grant was moved to the end of the meeting.

**420. HIGHWAYS IMPROVEMENT PLAN**

Cllr Blackwell arrived at the start of this item

- i. To receive a copy of current Highways Improvement Plan. Members were made aware that the Speed Watch campaign has started Cllrs L Ludwig, Grist and Waite-Gleave were part of the group that have been out with the speed gun.

**NOTED**

Proposed – Cllr Findley

Seconded – Cllr Waite-Gleave

- ii. Parking on Marine Road

Members received a verbal report from the Clerk, that there is already a restriction on parking on Marine Road. The smaller campervans are classed as cars and therefore not subject to the restrictions. The campervan on The Strand has been clamped by the DVLA and our most recent conversation with the DVLA was that they would remove this in the next few weeks.

- iv. Any additions to the HIP.

No additions were suggested.

- v. Cycle Forum

Cllr Louise Ludwig met with representatives from Deal Tri, Walmer Wheelers and spoke at length with the chair of VC Deal, whilst Cllr Craggs from Deal liaised with relevant businesses.

There was no appetite to restart a cycle forum, the original objectives had been met and with the use of social media and mobile phones, and existing networks, fellow cyclists were able to share ideas and concerns easily.

The main issues raised by the club representatives was the poor state of cycle paths, issues with shared use and the need for better signage to make it safer for all, that said everyone accepted that trying to get all path users to show respect and be safety conscious was difficult.

The other significant issue was making it safer for cyclists to get into the town, clearer way markers and painted lines on the road would assist.

Given that the town clerks were already working together to improve the safer cycling and walking routes, the issues raised during this research could be dealt with by them.

This has been a positive and useful process and a good example of the 2 councils working together.



**420. HISTORIC WALKING ROUTE FROM WALMER STATION TO DEAL CASTLE**

Members received a report from the Cllr Eddy on a proposal to create a historic walking route from the train station to the beach. Members felt this was a good idea and talked about options for advertising this (QR codes, signage).

**AGREED**

To speak to KCC highways in the HIP meeting about the subject and add to the HIP to move this forward.

Proposed – Cllr Eddy

Seconded – Cllr Richardson

**421. STONEY PATH**

Members received a verbal report from the Clerk updating them on the Stoney Path project progress. Members discussed next steps.

**AGREED**

To delegate responsibility to Cllrs P Ludwig and Findley along with the Clerk to investigate types of seeding for the path and to obtain quotes to have the job completed.

Proposed – Cllr P Ludwig

Seconded – Cllr Richardson

**422. TRIM TRAIL**

Members received a verbal report on the current status of the Trim Trail.

**AGREED**

Cllr L Ludwig with the help of the office to pull together a report on the potential usage, type of equipment, success of funding and costs for the next meeting. This will be done by engaging with the local community.

Proposed – Cllr Eddy

Seconded – Cllr Waite-Gleave

**423. TREE PLANTING**

Members received a written report from the Clerk on a potential site for tree planting.

**AGREED**

Members delegated the Clerk to organise with KCC tree planting along Salisbury Road for up to £2000. Members also asked for a recommendation to go Council to add the £2000 not spent to reserves to be used as soon as we can identify additional sites to plant.

Proposed - Cllr Richardson

Seconded – Cllr P Ludwig

**424. IDEAL OFFICE SPACE**

Members received a report from the Clerk on the what the ideal office/meeting space would look like.

**AGREED**

The Clerk to put together a broader outline of the needs using the information already provided and to check this with Council Chairman to send back to Council.

Proposed – Cllr Eddy

Seconded – Cllr Richardson

**425. DECISION ON GRANT APPLICATION**

Cllr Findley left the room for this item  
Members considered the application for the grant.

**AGREED**

To recommend to Full Council to award the grant of £443.43 to Walmer and Deal Action for Swifts.

Proposed -Cllr Eddy  
Seconded – Cllr Waite-Gleave

**426. ALLOTMENT PRICING**

Members received a written report from the Clerk recommending a freeze on allotment pricing for 2024/25.

**AGREED**

Members agreed to freeze the price at 48p per square metre for the year 2024/25

Proposed – Cllr Richardson  
Seconded – Cllr Eddy

**427. DATE OF NEXT MEETING**

The date of the next meeting: 24<sup>th</sup> April 2024.  
The Chairman closed the meeting at 20.45.

.....  
Signature

.....  
Date



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**Minutes of the meeting of Walmer Town Council Planning Committee held on Tuesday 12<sup>th</sup> March 2024 at 7.00pm at No 8, The Strand, Walmer**

**Present: Councillors:**  
 Cllr J Murray (Chairman)  
 Cllr Mrs L Ludwig  
 Cllr T Grist  
 Cllr R Blackwell  
 Cllr P Findley  
 Cllr S Waite-Gleave

**Officers present:** John Miles (Administration Officer)

**534. APOLOGIES FOR ABSENCE**

Cllrs Bond, Crockford, Simpson and Lee offered apologies that were accepted.

**535. DECLARATIONS OF INTEREST**

None Received

**536. OPENNESS AND TRANSPARENCY**

All those present were reminded of the Rights and Obligations under the Local Government Audit and Accountability Act 2014.

**537. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting, held on Tuesday 13<sup>th</sup> February 2024, were approved as a correct record, and will be signed by the Chairman at the earliest opportunity.

**Resolved** – That the minutes be accepted as a true and accurate record.

**Proposed:** Cllr Findley

**Seconded:** Cllr Waite-Gleave

**538. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

None Received

**539. PLANNING DECISIONS**

Reference	Site	DDC	WTC	Description
24/00027	93 Canada Road Walmer CT14 7EJ	Grant Planning Permission	No Objection	Conversion of garage to habitable accommodation and erection of first floor side extension

## 540. PLANNING APPLICATIONS – NEW

i. **DOV/23/01324- 20 Granville Road, Walmer, CT14 7LS**

Erection of a dwelling with associated parking.

**Resolved- Strong Objection** - Unanimous vote.

**Proposed:** Cllr Blackwell

**Seconded:** Cllr Findley

**Comments:** Walmer Town Council strongly objects to this application due to severe overlooking from the proposed large windows and the balcony which, combined with the proposed position of the new property close to the boundary of a neighbouring home, 64 Liverpool Rd together with height of the full-length doors and a flat roof which they open onto will remove all privacy from surrounding houses and gardens.

In particular any occupants of the new property will automatically be able to overlook not only the house and garden of number 64 Liverpool Rd, but also the house and garden of the existing number 20 Granville Rd.

It has also been noted that an earlier planning application for 20 Granville Road- Ref. No: 19/00774 included a requirement not to overlook the property on the Granville Road side of the property. WTC suggests that such a requirement be imposed as a condition should planning permission be granted.

There has also been voiced the possibility that the location may be under a Restricted Covenant along the Liverpool Road side of the property. This may need to be looked into before a final decision is made.

ii. **DOV/24/00162- 51 Canada Road Walmer CT14 7EQ**

Erection of a single storey rear extension (existing extension to be demolished).

**Resolved- No Objection**- Unanimous vote.

**Proposed:** Cllr Grist

**Seconded:** Cllr Ludwig

iii. **DOV/23/01450- 36 Blake Close Walmer CT14 7UB**

Re pollard back to previous points of one Lime tree the subject of Tree Preservation Order No 1 of 1965.

**Resolved- No Objection**- Unanimous vote.

**Proposed:** Cllr Findley

**Seconded:** Cllr Grist

iv. **DOV/24/00200 – 1 Beach Mews, Kingsdown Road, Walmer, CT14 8AP**

Erection of detached garden room.

**Resolved- No Objection**- Unanimous vote.

**Proposed:** Cllr Waite Gleave

**Seconded:** Cllr Grist

v. **DOV/24/00210 – 26 Channel Lea, Walmer, CT14 7UG**

Erection of single storey rear extension.

**Resolved- No Objection**- Unanimous vote.

**Proposed:** Cllr Ludwig  
**Seconded:** Cllr Blackwell

vi. **DOV/24/00231 – Episode, Hawksdown, Walmer, CT14 7PJ**

Erection of a single storey rear extension.

**Resolved- No Objection- Unanimous vote.**

**Proposed:** Cllr Waite Gleave  
**Seconded:** Cllr Blackwell

**541. PROJECTOR**

Deferred until the status of No 8 The Strand is confirmed.

**542. DATE OF NEXT MEETING**

Tuesday 9<sup>th</sup> April @ 7pm

The meeting closed at 19:50

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Signed ..... Dated .....





62 The Strand, Walmer, Deal, Kent CT14 7DP

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**Minutes of the Climate Emergency Working Group Meeting**

**Held 25<sup>th</sup> January 2024 at No 8 The Strand, Walmer at 7:00pm**

**PRESENT:** Cllr M Eddy, Cllr L Ludwig, Cllr P Findley, Cllr R Blackwell Cllr S Waite-Gleave (Chairing)

**LOCAL RESIDENTS:** Mr D Thompson, Mrs S Fisher

**GUEST :** Mr James Traynor-DDC climate officer

**1. APOLOGIES FOR ABSENCE**

None

**2. DECLARATIONS OF INTEREST**

None

**3. MINUTES OF THE PREVIOUS MEETING**

- Agreed and signed off.

**RESOLVED** – That the minutes be taken as an accurate record.

Proposed by: Cllr Eddy

Seconded by: Cllr Ludwig

**4. MATTERS ARISING FROM PREVIOUS MEETING**

- Briefing with DDC Climate Change officer James Traynor after invitation offered, this included information about council emissions, electric vehicles and storage, nature walks and buying schemes. Mr Traynor was interested in some of the initiatives and information the council has collated, Cllr Waite Gleave to send documents mentioned to DDC officer.

**5. PRIORITIES AND ACTIONS**

**Transport**

- **EV charging points.**
  - No update was available for the EV charging points this month.
  - DDC officer informed CEWG that EV point funds Kent 600 and LEVI fund will both be available this year for requests for grants.
  - A total of three cycle routes exist in Dover district., DDC will send a costed plan to make the routes safer for use to KCC to be added to the new DDC walking and cycling plan.

**Ongoing projects**

- **Thermal Camera Scheme**

- Update on numbers for scheme- **Noted**.
- Request to be made to customers for use of their thermal camera pictures to inform DDC regarding the state of council rented accommodation to help tenants.
- DDC Planning and Housing to be approached regarding council, and other, rented properties, and if there is potential for DDC to make more energy efficient. More information to be put forward via social media once confirmed.
- **Pesticide free towns national movement.**
  - CEWG to recommend to Full Council, KCC and DDC to achieve weed control without the use of pesticides and using alternative methods.  
**RESOLVED** – CEWG recommends to Full Council that we approach DDC and KCC to achieve weed control without pesticides by alternative methods.  
Proposed by: Cllr Waite-Gleave  
Seconded by: Cllr Eddy

### Local Nature Recovery Strategy

- **Tree Planting**
  - Admin seeking costings on trees for various sites.
  - A&E Committee have approved funding of £2000 for the planting of replacement street cherry trees on Salisbury Road.
  - Cllr Waite Gleave applied to Tree Council for 5 fruit trees following consultation with York and Albany Peace Garden group; the application was successful and 5 trees 1.5m tall will be delivered in March. A similar opportunity will be sought for Churchill Avenue Meadow. Cllr Findley to send list of tree funding possibilities.
- **Churchill Ave:**
  - It was noted that the Churchill Avenue project has been accepted by the Full Council at the meeting on 10<sup>th</sup> January 2024
  - Recommendation to put the contract from DDC before full council at the next meeting.
    - **RESOLVED** – The recommendation be put forward to next full council meeting on 7<sup>th</sup> February 2024  
Proposed by: Cllr Eddy  
Seconded by: Cllr Findley
  - Cllr Waite Gleave has been in contact with several groups regarding volunteering for the Churchill Avenue Garden, so far positive responses have been received from schools and guide/scout groups. In addition, several local residents have been interested in forming a group similar to the York and Albany committee.
  - The Management Plan has been deferred to a later meeting once a community group has formed and chosen its committee.
- **Walmer And Deal Action for Swifts Project**
  - The project is currently looking into people to put the swift boxes up, including the need for safety and insurance.



- Green grant application approved at A&E 17/1/24 and passed to WTC full council for February- Noted
- A suggestion was made for WTC to adopt the swift as the Flagship Species for the council similar to other town councils. Cllr Findley to write a small memo for Full Council.

### Waste Reduction

- The plastic reduction information is to be edited and resubmitted at the next CEWG Meeting.
- WTC continues to seek DDC help with funding and installation of water refill stations-Noted
- CEWG to lobby Kent Resource Partnership, KCC, DDC and MP to map recycling locations.
- Discussion on possibility of WTC collecting tetrapacks in a gabon cage at events.
- Suggestions were made to contact ACE Recycling regarding the addition to new recycling banks in Walmer.
- Suggestions were made to promote DDC Litter Lotto ; encourage public to sort their waste more effectively.
- The rest of the waste reduction and invitations to community groups was deferred to the next CEWG meeting.
  - **RESOLVED** – To defer reduction of plastic waste to meeting on 28<sup>th</sup> March 2024  
Proposed by: Cllr Waite Gleave  
Seconded by: Cllr Eddy
- A recommendation was made to present the 'Motion For The Ocean' tthe next full council meeting.
  - **RESOLVED** – The recommendation to be put forward to next full council meeting on 7<sup>th</sup> February 2024  
Proposed by: Cllr Eddy  
Seconded by: Cllr Findley

### **Vote to continue meeting after 21:00**

Proposed by: Cllr Ludwig  
Seconded by: Cllr Waite Gleave

### Green Areas

- DDC officers meeting with WTC on 10 Jan were inconclusive. Unmown area requests/wildlife corridor site plan to be completed and forwarded for possible meeting between Cllr Findley and Mr Richard Hayes and/or Darren Solley from DDC. Admin to set up meeting.
- Powerpoint and notes regarding the wildlife corridor to be forwarded to all members of the committee.
- Climate change day in November- **Noted**
- KCC Make Space for Nature Campaign launched-**Noted**
- Discussion with DDC officers regarding new management plan for foreshore nature recovery- **Noted**
- Cllr Waite Gleave put WTC motion to KALC AGM- **Noted**

**6. ANY OTHER QUESTIONS OR OBSERVATIONS.**

None

**7. NEW INITIATIVES**

None

**8. DATE OF NEXT MEETING**

Thursday 28<sup>th</sup> March at 19:00 at No 8 The Strand.

Meeting ended 21:15

## Comparison of Walmer parish to Dover district -carbon footprint per household; both methods shown (and PDF printed)

by Cllr S Waite-Gleave (SW-G certified Carbon Literate Jan 2024, trained to use carbon auditing tool 4/12/2023 also 2 day training self paid Zero-Carbon-Britain CAT). Table only to be used with acknowledgement work done by SW-G.

Parish / District	Territorial CO2e ftpt per household	Consumption CO2e ftpt per household	Key points from territorial breakdown	Key points from consumption breakdown	Do-able actions to target (which also help community)
Walmer Parish	8.45 t CO2e (Housing 3.32 Rd trspt 1.37 Ind & Comm 1.65 Aviation 1.26 Shpg 0.5 Fgases 0.23 Agri 0.08 Wste-mgt 0.04 Othertrns 0 diesalRly 0 )	15.3t CO2e (gds&servs 5.63 Food&d 3.52 Housing 3.32 Travel 2.79 Waste 0.03)	Housing carbon ftpt MORE than district: Road transport LESS than district; Agri much LESS than district  Much lower than district because of travel we have no control over & suburban nature of parish, no agriculture.	All more than district: consumptn goods&services; food & diet; housing; travel; (same as district – waste)  Slightly higher than district because slightly better-off = more consumption. BUT note pockets of poverty in Walmer no better-off than district.	Encourage : <ul style="list-style-type: none"> <li>insulation of homes;</li> <li>provision / use public transport &amp; active travel;</li> <li>switch to choice of veggie &amp; local food;</li> <li>Increase in re-use / repair of goods &amp; services.</li> </ul>
DOVER DISTRICT	12.6t CO2e (Housing 3.21 Rd trspt 3.18 Ind & Comm 2.62 Aviation 1.37 Shpg 0.55 Fgases 0.36 Agri 1.14 Wste-mgt 0.14 Othertrns 0.02 diesalRly 0 ) 12.59	14.8t CO2e (gds&servs 5.05 Food&d 3.39 Housing 3.21 Travel 3.1 Waste 0.03)	See above	See above	See above





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## Public Engagement Working Group – 4 pm 12 April 2024 – 8 The Strand

Present: Cllr D Richardson, Cllr P Ludwig, Cllr A Grist, Cllr E Crockford  
Apology received from Cllr L Ludwig

### 1. Dates and venues for public events

Following agreed subject to permissions from St Saviour's and York and Albany:

10 am 4 May 2024 near Hut 55

Since the time for the Outdoor Gym consultation will have expired before this date there was discussion about how to promote the survey. Sandwich board with QR code to be placed on seafront near proposed location or outside WTC office each day between now and 30 April to encourage participation. Also promote on website, Facebook, in window etc.

Cllr Crockford to liaise with office to action.

1 June 2024 York and Albany Peace Garden open afternoon. No boards etc. required.

8 June 2024 (as part of Volunteers' Week) St Saviour's church (possibly in gazebo in front garden) 10 am – 1 pm.

Cllr L Ludwig to request permission from both locations.

29 June 2024 Children's Festival (WTC event) – gazebo/info boards.

20 July 2024 Teddy Bears' Picnic (Carnival event with WTC support) – gazebo/info boards.

### 2. Visual aids

In addition to sandwich board would be useful to have a display board to show photos/plans (as used at the Churchill Avenue meeting).

Cllr Grist may be able to provide blue board – to confirm.

Photographs to be taken/enlarged/laminated if necessary – Cllrs Ludwig to action with office.

### 3. How to increase public engagement

Discussed processes required for new volunteers. Cllr Richardson to confirm. Use sandwich board outside office/on seafront every day to inform electorate about opportunities/events/surveys and decisions/successes of the council. Cllrs Crockford and Richardson to liaise with office.

### 4. Better advertising

The RNLI banners are effective. Can we ask whether we can mount our promotional banners on sturdy wooden frames in the same position as theirs? Need to be up well in advance of events and promptly removed.

Discussed office signage. Is there a Conservation Area issue?

### 5. Newsletter

Unlikely to be time/cost effective to produce and distribute our own newsletter but consider articles in the Community Magazine. Perhaps quarterly to summarise council actions. Same material can be used on sandwich board to inform passing pedestrians but needs to be current and regularly updated. Cllr Richardson to liaise with office re cost and feasibility.

AOB

Marke Wood survey will run from 13 May to 2 June (QR code in due course?)

Update on Churchill Avenue reassignment?

Meeting closed 4.55 pm.

## Bank Balances as at 25/4/24

Lloyds bank	£ -
Unity Trust current	£ 34,326.21
Unity Trust Deposit	£ 452,679.98
<b>Total</b>	<b>£ 487,006.19</b>





## Walmer Town Council – Media /Communication Policy



### Introduction

1. Walmer Town Council (“the Council”) is committed to the provision of clear and accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Council’s Clerk or, in their absence, the Assistant Clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with any legal requirements and restrictions that apply.

### Legal requirements and restrictions

4. This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council’s standing orders and financial regulations. The Council’s financial regulations and relevant standing orders referenced in this policy are available via the Council’s publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council’s publication scheme.

### Meetings

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s standing orders, persons may be required to leave a meeting of the

Council and its committees, if their disorderly behaviour obstructs the business of the meeting.

7. Where a meeting of the Council and its committees include an opportunity for public participation, representatives of the media may speak and ask questions. Public participation is regulated by the Council's standing orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.
9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted until the meeting has closed.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting.
12. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

#### **Other communications with the media**

13. This policy does not seek to regulate councillors in their private capacity.
14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

15. The Council's Clerk, or in their absence, the Assistant Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. All media enquiries should be directed through the Town Office or the Chairman to ensure consistency of message. If the Clerk and the chairman are unavailable the Assistant Clerk or the vice chairman may answer media enquiries. In the event that no-one is available to answer an enquiry a councillor may make a statement but should make it clear they are responding in a private capacity.
17. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

### **Social Media Platforms**

18. The Council shall update regularly our Website with relevant information for the general public. Facebook; Instagram and You Tube will use be used as social media platforms.

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<sup>i</sup> The Council's Publication Scheme explains what information the Council makes routinely available and how it can be accessed. It can be viewed on the Council's web-site under the "Freedom of Information" tab.



## Walmer Town Council

### RISK MANAGEMENT STATEMENT 2022/2023

1. Physical Assets	Risk	Control	Status	Action
1. a. Loss or significant damage to assets		1.a.1. Register of assets	In place	An Asset Register has been compiled. Equipment is included at original and at replacement value.
		1.a.2. Buildings and street furniture insured and value adjusted annually. 1.a.3. Items on insurance to be checked against Asset Register	In place Done	Photographs to be taken to provide electronic register in line with IIA recommendations Asset register reviewed and updated every march to comply with insurance valuations and completion of AGAR
1. b. Damage/decay of assets due to lack of maintenance/attention		1.b.1. Regular maintenance arrangements for physical assets (to cover also security and fire safety).		
		1.b.2. Risk assessment of Hawkshill Freedown, Drill Field and MUGA, York and Albany Close and Campbell Allotments	In place In place	Maintenance issues addressed as soon as Clerk notified Document updated if new amenities added or circumstances change
		1.b.3 Safety Inspections of Hawkshill Freedown, Drill Field and MUGA, York and Albany Close undertaken by individuals twice yearly. Safety inspection of Campbell Road Allotments and all WIB planters undertaken annually.	In place	Hazards identified and reported to the Town office and relevant committee. Checked back against risk assessment for appropriate action.
<b>2. Financial</b>				
2.a. Inadequate financial controls and/or records		2.a.1. Standing Orders and Financial Regulations in place with annual review.	In place	NALC Model Standing orders 2018 adopted September 2018 minute 5551
		2.a.2. Regular bank reconciliations (done monthly by the Clerk) approved quarterly by Council.	In place	Financial Regulations 2016 adopted November 2016



Risk	Control	Status	Action
	<p>2.b.2. Payments approved by council meeting – documentation (invoices, cheques, amounts etc.) checked at same meeting by councillor or at payment. <i>After electronic payments made Council Auditors check invoices signed by same person who authorised payment</i></p>	In place	
2.c. Non compliance with legislation on employer/ee liability.	2.b.3. Annual Review of effectiveness of internal audit and system of internal control	In place	Professional internal auditor appointed.
2.d. Non compliance with HM Revenue & Customs.	2.c.1. Insurance is in place for the clerk.	In place	Insurance cover reviewed March 2022, three year policy agreed. New policy will be required next year.
2.e. Non compliance with Revenue & Customs regulations.	2.d.1. Regular returns to HM Revenue and Customs.	In place	Monthly payroll runs carried out and monthly payments made to HMRC.
2.f. Inadequate budgetary control. Significant over/under spend.	2.e.1. VAT - returns made annually at the end of financial year. 2.f.1. Regular budget monitoring - expenditure against budget monitored monthly and reported to council.	In place	Annual VAT returns completed from financial information system. Monthly reports presented to Town Council
2.g. Non compliance with borrowing regulations	2.g.1. Procedures for dealing with, and monitoring of, loans received	Not applicable	PWL B loan paid via direct debit.
2.h. Inappropriate use of funds granted to the community	2.h.1. Procedures for dealing with, and monitoring of, grants made by the Council: - accounts of the organisation and purpose of the grant to be submitted with the request; - for match funding, accounts to be submitted and checked.	In place	Grants are often made up front unless stipulated by Council. Grant recipients invited to Town Meeting to explain how the money was spent.
2.i. Inadequate control and/or poor performance/ standards under grants/partnership agreements	2.i.1. Monitoring of partnership standards and/or performance. 2.i.2. Recording in the Minutes the precise powers under which grants are made	Not applicable	Currently no partnership agreements are in place. Recorded in minutes.

Risk	Control	Status	Action
	2.i.3. Developing systems of performance measurement	In place	No partnership agreements in place at the present time.
2.j. Damage/injury to third party property or individuals	2.j.1. Public Liability insurance cover is in place. Public areas visually inspected periodically.	In place	Insurance cover reviewed in March 2022. Annual and regular inspections carried out. See also 1.b.2
	2.j.2. Annual review of land maintenance contracts	n/a	No land maintenance contracts in place
	2.j.3. Verification of insurance cover of service suppliers when contract given.	In place	All contractors to provide evidence of public liability insurance.
2.k. Non compliance with 'Employer Liability' requirements.	2.k.1. Compliance with employment laws - employer liability insurance held	In place	Insurance cover reviewed March 2022.
	2.k.2. Compliance with Disability and Discrimination Act	Office complies with the Act as far as is practicable	
<b>3. Compliance with Legal Requirements</b>			
3.a. Town Council business or activity not within appropriate legal powers.	3.a.1 Activities checked by the Clerk when setting the agenda for meetings.		
	3.a.2. Clerk to clarify the legal position for any new proposal.	All in place	
	3.a.3. Legal advice sought if necessary.		
	3.a.4. Section 137 payments listed separately in the Receipts and Payments.		
3.b. Non compliance with relevant legislation.	3.b.1. The Council's acknowledgement of Acts recorded in the minutes and documented. (Relevant Acts - Race Relations Act, Freedom of Information Act, and Disability Discrimination Act.)	Equality Act 2010 acknowledged at minute 5576 October 2018	The Council has adopted the Freedom of Information Act and is fully compliant with the requirements of the Act including its publication scheme. Information is published on the Council's web site and is available from the Clerk. The Council has registered with the ICO
<b>Risk</b>	<b>Control</b>	<b>Status</b>	<b>Action</b>



<p>3.c. Non compliance with procedures when electors wish to exercise their rights of inspection.</p>	<p>3.c.1. Documented Procedures:</p> <ul style="list-style-type: none"> <li>- council's publication scheme, in compliance with Freedom of Information Act, on website</li> <li>- minutes and agendas displayed on the Town notice boards; and</li> <li>- audit notices and audited accounts displayed on the notice boards in accordance with Audit Regulations.</li> </ul>	<p>In place</p> <p>In place</p> <p>In place</p>	<p>Notice of agendas and agendas are displayed prior to meetings but notice boards are too small to display 8/9 pages of minutes. They are published on the web site and available in the Town Office.</p> <p>Compliance with Accounts and Audit Regulations etc carried out for 2021/2022 Final Accounts</p>
<p>3.d. Inadequate reporting of Council business.</p>	<p>3.d.1. Timely preparation and distribution of agendas and minutes for all meetings.</p> <p>3.d.2. Minute items properly numbered, minutes paginated and agreed by the Council at the following meeting. Agreed minutes signed (all pages) by the Chairman.</p> <p>3.d.3. Approved, signed copy of minutes filed by the Clerk.</p>	<p>In place</p> <p>In place</p> <p>In place</p>	
<p>3.e. Inadequate documentation:</p> <ul style="list-style-type: none"> <li>- loss, damage, incomplete;</li> <li>- no evidence to support decisions; and</li> <li>- no evidence of adequate stewardship or performance of council.</li> </ul>	<p>3.e.1. Safe storage of legal business:</p> <ul style="list-style-type: none"> <li>- old Minutes and Town Records to be properly and safely archived</li> <li>- deeds and legal documents for all Town Council owned lands are securely kept.</li> </ul> <p>3.e.2. Documented procedures for:</p> <ul style="list-style-type: none"> <li>- receipt/response and handling of documents;</li> <li>- responding to consultations;</li> <li>- dealing with enquiries by the public; and</li> <li>- dealing with complaints by the public.</li> </ul>	<p>In place</p> <p>In place</p> <p>In place</p>	<p>All current records are safely and securely stored at Town Office. Fireproof and waterproof filing cabinet ensures documents secure.</p> <p>Document management policy and archiving policy adopted by Council April 2018 min 5456</p>
<p><b>Risk</b></p>	<p><b>Control</b></p>	<p><b>Status</b></p>	<p><b>Action</b></p> <p>All correspondence and documentation relevant to council business is recorded in a register on receipt and is filed appropriately and kept secure.</p>

3.f. Councillors allowances not made in compliance with legislation.	3.f.1. Register kept of all allowances paid. All allowances paid to be published at the end of the Financial year on the Town Council website.	In place	Displayed on web-site.
3.g. Clerk unavailable.	3.g.1 Written procedures to cover the temporary or permanent loss of the Clerk's services.		Short term absence – current staff to stand-in or share services of a neighbouring Town clerk. Long term absence – Use of Locum or share services of a neighbouring Town clerk and advertise the position in local papers and KALC newsletter and web site.
<b>4. Councillor Property</b>			
4.a. Bribery/conflict of interests, inducements or favours from council.	4.a.1. Procedures in place for monitoring members' interests and any gifts and/or hospitality received. 4.a.2. Registers of interests, gifts and hospitality in place. Register of Councillors' interests kept by the Monitoring Officer at the District Council Offices. (Copies held by the Clerk.)	All in place	Councillors to be reminded annually about obligations to keep the Register up to date
4.b. Inappropriate action/conduct by Town Council/Councillors.	4.b.1. Code of Conduct adopted by all council members on appointment. Revised Code of Conduct including paragraph 12(2) adopted by the Council on 18 July 2007	In place	
4.c. Inadequate risk management. Poor performance/stewardship by Council.	4.c.1. Risk management procedures in place – this document. 4.c.2. This document to be reviewed annually, also as/when any changes to council business/activity are made or other circumstances require it.	In place	Next review due in June 2023.

Copies of the Risk Management Assessment document are available from the Clerk to the Council:



Item: Town of Sanctuary.

Date: 16/04/24.

Meeting: Full Council.

From: Cllr Waite-Gleave.

**Recommendation** : For Walmer TC to support groups like ‘City of Sanctuary’ in recognising and supporting the work of local volunteer groups like ‘Cliffs of Sanctuary’ in the work of welcoming new arrivals to our community.

Proposed SWG – seconded TG

**Report** : Between 2019 and 2023, Deal TC and Dover TC minuted support for ‘City of Sanctuary UK movement’. They are currently shifting to working in a more joined up manner, towards being ‘Towns of Sanctuary’ with the support of a new volunteer group, ‘Cliffs of Sanctuary’. Since 2022 Deal TC has supported local primary schools who’ve signed up as ‘Schools of Sanctuary’ (Deal Parochial School, Walmer, and Sandown School; DoverTC has supported St Mary’s Primary, all part of the Diocesan network of CofE primary schools).

The recommendation is that Walmer TC also start working towards being a ‘Town of Sanctuary’ for the initial period of 3 years. The practical actions involved would be, for example, to allow Cliffs of Sanctuary to have a charity status fundraising stall at Walmer Brocante; that the need for support for those fleeing conflict or famine be remembered when we have our Christmas Carols service, that on our website we have a section to express, a) our support for those in our Walmer community who have come here fleeing conflict, be it from Ukraine or Afghanistan or elsewhere, b) our belief that the diversity of backgrounds found among those resident in Walmer is a cause for celebration and c) that we welcome initiatives to make our community more inclusive.

**Background.** On 20<sup>th</sup> Feb 2024, Cllr Waite-Gleave and Cllr Grist attended an event at St Mary’s Parish Centre, Dover, organised by Cliffs of Sanctuary (CoS), with the hire of the hall paid for by Dover TC. The aim of Cliffs of Sanctuary is to improve attitudes towards those from a sanctuary-seeking background, by bringing people together to enjoy activities in a safe but neutral environment. It is one of 140 local support groups and 156 local councils registered with City of Sanctuary UK. The Action Plan of volunteer group, Cliffs of Sanctuary, is comprised of five categories;

- Organising activities which welcome both sanctuary-seekers and longer-term residents, which celebrate our diverse backgrounds,
- Supporting the town councils e.g. of Dover and Deal, in their resolution to become Towns of Sanctuary & encourage other councils to follow suit,
- Build a coherent network of support, similar to the local Schools of Sanctuary stream (coordinated by Samphire).
- Fund-raising events to support CoS activities and frontline services for refugees and asylum seekers,
- Support campaigns of the City of Sanctuary UK appropriate to our EK location.

The principles of this local organisation are :

1. To work in partnership wherever possible

2. To include persons from a sanctuary-seeking background as advisors & decision-makers
3. To highlight the positive contribution which refugees and other immigrants have made and are making to our country
4. To avoid any political or religious affiliation or similar bias
5. To treat with dignity all persons regardless of who they are, or their opinions on migration issues
6. To follow safe-guarding and data protection and other relevant legislation.

The upholding of humanitarian values and human rights are of as much interest in Walmer as they are in Deal and Dover. Moreover WTC has expressed an interest in working with our neighbour, DealTC, on issues of mutual interest, so it seems fitting that WalmerTC join with Deal TC and Dover TC to support our 'Schools of Sanctuary' and the Dover diocese, and also seeks to become a 'Town of sanctuary', and supports the work of 'Cliffs of Sanctuary'. Background information available in these links.

<https://cliffsofsanctuary.cityofsanctuary.org/>

<https://cliffsofsanctuary.cityofsanctuary.org/2024/01/21/welcome-to-our-first-information-evening/>

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Item: DDC Request for Support for the Toilets.

Date: 30/1/24 .

Meeting: Full Council .

From: Roland Aldred.

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As previously discussed a request from Dover District Council was received by Walmer Town Council to renew the support for Marine Road Toilets, Dover District Council are now chasing for an answer.

As directed by Finance and General Purposes Committee Cllr Bond, Cllr Jull and the Clerk met with Mr Peerless the Corporate Property Manager for DDC. The issue is one of finances Dover District Council do not have the money to continue the support of said facilities and are very much asking Walmer Town Council to work with them to keep the facilities open. Walmer Town Council asked for options as to what could be done and the level of support they would require to do this

1. 1. Open the toilets from Mid-March until Mid-September and WTC agreeing to half the costs off running the facility. I will have to check Dates to confirm exact dates this can be implemented. Costs to be agreed. Approx cost to be £4000 based on one quarter of the current SLA cost for full year. If this option is selected I would recommend that we request something in writing that the agreement going forward will be to spilt the cost evenly.
2. Open the toilets all year with WTC agreeing to half the costs of running the facility. Current SLA proposal for 24/25 = £14,147.92 therefore this would equate to £7,073.96. If this option is selected I would recommend that we request something in writing that the agreement going forward will be to spilt the cost evenly.
3. The third option would be to continue to offer no support in this case the cost to WTC would be £0 but there is a likelihood of the toilets closing. Based on experience in Dover this would have a negative impact on public perceptions of both Councils.

*Members to decide.*