



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

Tel: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

Dated 30th May 2024

To All Councillors

You are hereby summoned to attend the **COUNCIL MEETING** of **WALMER TOWN COUNCIL** to be held on **Wednesday 5th June 2024 at No 8 The Strand Walmer, Kent . At 7pm.**

Roland Aldred
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE.

To receive any apologies.

2. DECLARATIONS OF INTEREST.

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

Attach 1

3. 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.

4. CHAIRMAN'S REPORT

Update on various matters from the Chairman.

5. MINUTES

To approve the minutes of the Council meeting of the 1st May 2024.

Attach 2

6. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

7. 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 on items of the agenda. Any items not on the agenda that members of the public wish to speak on will be noted for consideration of including on a future agenda.

ii) To receive a report from the DCC/KCC Members for Walmer.

8. CRIME AND ANTI SOCIAL BEHAVIOUR REPORTS

To receive a report from the Police on crime and anti-social behaviour in Walmer.

9. COMMITTEE REPORTS + 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 Mar 19 2024.

Attach 3

d. Events Committee – minutes from Apr 23, 2024.

Attach 4

e. Planning Committee – minutes from Apr 9, 2024.

Attach 5

f. Climate Emergency Working Group — minutes from 28 Mar, 2024

Attach 6

g. Public Engagement Working Group – no meeting held.

ii. To receive any comments about the draft minutes on Walmer Town Councils website. The following draft minutes are available on the website.

a. Walmer in Bloom – Minutes from May 21, 2024.

b. Events Committee – Minutes from May 28, 2024

c. Planning Committee – minutes from May 7th, 2024.

d. Climate Emergency Working Group – minutes from May 16th, 2024.

10. REPORT OF THE CLERK

To receive a report from the Clerk on matters received.

11. FINANCIAL REPORT

For noting:

- i. Bank balances.
- ii. Monthly statement for May
- iii. Business rates

Attach 7

To Decide

- iv. On Recommendation from the Finance and General Purposes Committee on investment strategy in terms of Bank Accounts.

Attach 8

12. INVITATIONS & EVENTS

An invite to the Celebration of Armed Forces Day on the 30th June 2024 has been received.

13. GRANTS

To decide on Grant applications

- i. The Astor Theatre
- ii. Deal Pride
- iii. The Royal Marines Association

Attach 9

14. INTERNAL AUDITOR

- i. To note the report of the internal auditor
- ii. To appoint Mr L Robbins as the internal auditor for the year 2024/25

Attach 10

15. ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW

To Approve

- i. The Annual Governance Statement
- ii. The Accounting Statements

Attach 11

Attach 11

16. MEDIA/COMMUNICATION POLICY

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

Attach 12

17. COUNCIL RISK ASSESMENT

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

Attach 13

18. DATE OF NEXT MEETING

3rd July 2024.

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 items 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 and OSI or in some cases a DPI.



WALMER TOWN COUNCIL

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DRAFT Minutes of the Annual Meeting of Walmer Town Council held on Wednesday 1st May 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

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

Cllr Bond was the only nominee.

RESOLVED: That Cllr T Bond is duly elected the Chairman of Walmer Town Council.

Proposed by Cllr Friend

Seconded by Cllr P Ludwig

For 12

Against 0

Abstain 0

2. ELECTION OF VICE CHAIRMAN OF THE COUNCIL FOR 2024/25 AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE

Two nominees were received.

RESOLVED: That Cllr L Ludwig is duly elected the Vice Chairman of Walmer Town Council.

Proposed by Cllr Richardson

Seconded by Cllr P Ludwig

For 6

Against 6

Abstain 0

The matter was resolved on the deciding vote of the Chairman.

3. APOLOGIES FOR ABSENCE

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

4. DECLARATIONS OF INTEREST

Cllr Eddy declared a VAOI in respect of matter 18 as discussions mentioned the Chartered Institute of Linguists of which he is a member.

5. OPENNESS AND TRANSPARENCY

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

6. APPOINTMENT OF COMMITTEE, WORKING GROUPS & REPRESENTATIVES

7. A) Committees

- i) Appointment of Councillors to the Planning Committee
Cllrs J Murray, M Simpson, K Lee, S Waite-Gleave, T Grist, R Blackwell and T Bond were appointed.
- ii) Appointment of Councillors to the Finance & General Purposes Committee
Cllrs P Jull, J Murray, M Simpson, P Ludwig, A Friend, K Lee, D Richardson, M Eddy, S Waite-Gleave and P Findley were appointed.
- iii) Appointment of Councillors to the Amenity & Environment Committee
Cllrs M Eddy, P Findley, P Jull, P Ludwig, R Blackwell, S Waite-Gleave, K Lee, D Richardson and M Simpson were appointed.
- iv) Appointment of Councillors to the Walmer in Bloom Committee
Cllrs L Ludwig, S Waite-Gleave, P Ludwig, P Findley, E Crockford and D Richardson were appointed.
- v) Appointment of Councillors to the Human Resources Committee
Cllrs T Bond, E Crockford, J Murray, D Richardson, S Waite-Gleave, M Eddy and P Ludwig were appointed.
- vi) Appointment of Councillors to the Events Committee
Cllrs T Grist, A Friend, M Simpson, L Ludwig, D Richardson and E Crockford were appointed.

RESOLVED – to appoint members as listed above.

Proposed – Cllr Friend

Seconded – Cllr Richardson

For 12

Against 0

Abstain 0

B) Council Working Groups

- i) Appointment of Councillors to the Climate Emergency Working Group
Cllrs S Waite-Gleave, R Blackwell, M Eddy and L Ludwig were appointed.
- ii) Appointment of Councillors to the Public Engagement Working Group
Cllrs E Crockford, D Richardson, L Ludwig, P Ludwig, S Waite-Gleave, A Friend, T Grist and T Bond were appointed.

RESOLVED – to appoint members as listed above.

Proposed – Cllr Friend

Seconded – Cllr L Ludwig

For 12

Against 0

Abstain 0

C) Parish Council Representatives on outside Bodies

- i) Appointment of one representative to act as Police Liaison Officer.
Cllr E Crockford was appointed.
- ii) Appointment of representatives to attend meetings of the Kent Association of Local Councils.
Cllrs J Murray and S Waite-Gleave were appointed.

RESOLVED – to appoint members as listed above.

Proposed – Cllr Friend

Seconded – Cllr Eddy

For 12

Against 0

Abstain 0

8. CHAIRMAN'S REPORT

The Chairman reported:

- i. We are currently sitting in the period of sensitivity due to Police and Crime commissioner elections.
- ii. He was pleased with the Annual Town Meeting.

9. MINUTES

Members received the minutes of the Council meeting held on Wednesday, 3rd April 2024.

RESOLVED: That the minutes be approved and signed.

Proposed by Cllr Friend

Seconded by Cllr Eddy

For 12

Against 0

Abstain 0

10. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

No matters were raised.

11. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

- i. No members of the public were present
- ii. No reports from the District or County representatives were received.

12. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

Cllr L Ludwig reported there had been some instances of anti-social behaviour in the Town Centre and a number of arrests had been made. Cllr L Ludwig also stressed the importance of locking cars there have been several instances of unlocked cars having items taken from them. The community engagement bus will be doing 4 dates in the area two in Deal and two in Walmer.

NOTED

Proposed by Cllr Friend

Seconded by Cllr Eddy

For 12

Against 0

Abstain 0

13. COMMITTEE REPORTS AND MINUTES

- i. To receive any reports and any agreed minutes as follows:
 - a) Amenities + Environment – minutes from Jan 17, 2024.
 - 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.
 - f) Climate Emergency Working Group – minutes from 25 Jan 2024.
 - g) Public Engagement Working Group – Notes from meeting 12th Apr 2024.

RESOLVED: Members agreed to note the minutes of all the above committees.

Proposed Cllr Friend

Seconded Cllr Eddy

For 12

Against 0

Abstain 0

- ii. To receive any comments about the draft minutes of meetings taken place since the last council meeting.
 - a. Amenities + Environment – minutes from Apr 24, 2024.
 - b. Planning Committee – minutes from Apr 9, 2024.
 - c. Climate Emergency Working Group – minutes from Mar 28, 2024.

NOTED

Proposed Cllr Eddy

Seconded Cllr Friend

For 12

Against 0

Abstain 0

14. REPORT OF THE CLERK

The Clerk reported:

- i. That after agreeing with the Chairman £690 had been spent to repair the upstairs toilet allowing us to have segregated male and female toilets.
- ii. The AGAR is now complete and ready for the internal auditor on the 15/05/24.
- iii. We have run our first in house payroll this month and have set up various recording methods for this.
- iv. The Clerk will be on holiday next week.

RESOLVED – To note the report of the Clerk.

Proposed – Cllr Eddy

Seconded – Cllr Friend

For 12

Against 0

Abstain 0

15. FINANCIAL REPORT

- i. Bank Balances
Members received the bank balances

Bank Balances as at 25/4/24

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

17. MEDIA/COMMUNICATION POLICY

Members received a copy of the existing Media/Communication Policy and considered this.
RESOLVED – To ask the Clerk to make changes to the policy and bring this back to next Full Council meeting for approval.

Proposed – Cllr Eddy

Seconded – Cllr Richardson

For 12 Against 0 Abstain 0

18. COUNCIL RISK ASSESMENT

Members received a copy of the existing Council Risk Assessment and considered this.
RESOLVED – To ask the Clerk to make changes to the risk assessment and bring this back to next Full Council meeting for approval.

Proposed – Cllr Jull

Seconded – Cllr Bond

For 12 Against 0 Abstain 0

19. TOWNS OF SANCTUARY

Members considered a proposal from Cllr Waite-Gleave for supporting organisations involved in welcoming new arrivals to the Country.

RESOLVED – Members were supportive of the aims of these groups, but felt the item needed to be deferred to a later meeting to allow the proposal to be made clearer.

Proposed – Cllr Eddy

Seconded – Cllr Waite-Gleave

For 12 Against 0 Abstain 0

20. SUPPORT FOR MARINE ROAD TOILETS

Members received a written report from the Clerk on the request for support from Dover District Council. Further to this members received a verbal report from the clerk that DDC had made contact in relation to this and other issues, and due to the connected nature of the different proposal would be providing a new proposal that tied the various elements together. A meeting with Roger Walton the Strategic Director had been requested.

RESOLVED – To defer the item until DDC had put together the new proposal.

Proposed – Cllr Friend

Seconded – Cllr Eddy

For 10 Against 2 Abstain 0

21. 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 (commercial decision).

RESOLVED To move to a private session.

Proposed – Cllr Eddy

Seconded – Cllr Friend

For 12 Against 0 Abstain 0

22. OFFICE CLEANERS

Members received quotations for office cleaners.

RESOLVED To offer the contract for office cleaning to Apex Cleaning.

Proposed – Cllr Murray

Seconded – Cllr Eddy

For 12

Against 0

Abstain 0

23. DATE OF NEXT MEETING

Wednesday 5th June, 2024.

The meeting closed at 20.45 pm.

Signed: Date:



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Minutes of the meeting of the Walmer in Bloom Committee held on Tuesday 19th March 2024 at 8 The Strand, Walmer, at 7.00 pm.

Present: Cllr L Ludwig (Chairing), Cllr P Ludwig, Cllr S Waite-Gleave, Cllr P Findley

Co-Opted Members: Mr D Thompson, Mrs D Bogue

Officers present: J Miles (Administration Officer)

543. APOLOGIES FOR ABSENCE

Apologies received from Mrs S Le Chevalier and Miss A Late

544. DECLARATIONS OF INTEREST

None declared

545. MINUTES OF LAST MEETING

Minor changes to be made to Entries 490 and 495.1.F

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

Proposed by: Cllr Waite Gleave

Seconded by: Cllr P Ludwig

546. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

None

547. HAWKSHILL

I. To receive a verbal report from Mr D Thompson

- a. Poster versions of the volunteer leaflet have been put up around the Freedown
- b. Three new volunteers have made an appearance over the last two months with one returning several times.
- c. Volunteers have put in 45 hrs during Sundays and 25 hrs during weekdays
- d. The new whips were received and 182 have been planted already with other areas prepared for further planting.
- e. A request has been made by Mr Thompson to get more effective deterrence in the form of orange grid fencing for the new whips.
- f. New clearance has been used to reform borders
- g. A fallen tree was removed from the road, several logs were taken from it for use as seating but were unfortunately stolen.
- h. Several trees nearby were being trimmed by contractors from DDC, WTC were not informed of these works being done.
- i. The two new security posts that have been requested are being looked into by the office.

- II. Steve Coates has begun looking over the trees at Hawkshill, currently he has identified 27 trees in possible danger of collapse. If any of these trees fall within the boundaries of the Hawkshill woodland, it is suggested they be left where they are to allow for local invertebrates to breed.

RESOLVED – That the management plan is to include the assessment of the woodland at Hawkshill when completed.

Proposed by: Cllr Findley

Seconded by: Mr Thompson

For 6

Against 0

Abstain 0

Request to Town Clerk to obtain two quotes from local independent Arboriculturists to survey the trees at Hawkshill Freedown and York and Albany Close.

RESOLVED – That the Clerk obtains two quotes for survey

Proposed by: Cllr Findley

Seconded by: Cllr Waite Gleave

For 6

Against 0

Abstain 0

- III. Cllr L Ludwig and Mr Thompson to approach Mr Mark Styles regarding barriers to be put up to protect the newly planted whips.
Cllr L Ludwig to donate two water butts to Hawkshill Freedown once new replacements have been sourced.

RESOLVED – Placement of two water butts at Hawkshill near or around the tool shed already in situ. More to be added in due course.

Proposed by: Cllr L Ludwig

Seconded by: Cllr P Ludwig

For 6

Against 0

Abstain 0

- IV. **Noted:** Volunteer information was noted during Mr Thompson's report.

- V. Mr Richard Oram was invited to speak regarding the re-introduction of Moth Catching Evenings, he has had interest from both English Heritage and Walmer Town Council to continue his surveys at Hawkshill. He would also like to do further surveys for York and Albany in the near future as well as Churchill Avenue once it is in WTC control.

It was mentioned that there are three forms of Moth catching events that could be used, one was Mr Oram doing it on his own which he will continue to do throughout the year. The others are public attended Moth Catching or Showing events, it was suggested that one of each could be set up per season for this year in May, July and September.

RESOLVED – A Moth survey of Hawkshill is to continue for the next year at Hawkskill, three public events to be decided for both evening and mornings.

Proposed by: Cllr L Ludwig

Seconded by: Cllr P Ludwig

For 6

Against 0

Abstain 0

- VI. A member of the public has made a request to donate a memorial tree to the Freedown, a mature tree of the same type as already within the hedgeline was decided on by the committee. The family will lease with WIB regarding a low-key planting of the tree and a private dedication.

- VII. **Noted:** Planned works were noted during Mr Thompson's report.

- VIII. Queries were raised about the possible change of name of the committee due to a large amount of the word down is regarding Hawkshill and not Walmer In Bloom or the possibility of creating a Hawkshill Committee. Discussion deferred to next WIB meeting in May.

548. YORK AND ALBANY

- I. A report was given by Mrs Bogue
- i. The five trees donated by the tree council were received and planted a week later, photos of the planting have been taken and will be forwarded to Admin.
 - ii. Cllr Waite-Gleave to forward press release information to admin.
 - iii. The pathways have been restored with hedge and ivy cut back to allow access.
 - iv. A Moth catching evening may go ahead at Y&A in the summer, Mrs Bogue and Mr Oram to discuss.

549. BUDGET

- i. Members received a copy of the 2024/25 budgets.
RESOLUTION – Noted.

550. LOCAL CAMPAIGN 2023

A) FLORAL DISPLAYS

a) Fixed Planters

- i. No update from Ripplevale School, Admin to continue to make contact.
- ii. Volunteers have been confirmed for planters along The Strand and Upper Walmer as well as confirmed for those at the Council office and Corner Café. Others are still needed for those not currently being looked after at the Rugby Club on Canada Road.
- iii. Signs on the planters are out of date, further discussions are being made regarding replacements.
- iv. Two replacement planters are needed, admin to contact Ripplevale about replacing them if possible.
- v. Planters at entrance to the Drill Field may need to be moved due to lack of sight by the public, Discussion deferred to next WIB meeting in May.

B) KEY ACTIVITY DATES

- a) Members received an updated copy of the campaign's key activity dates for 2023
RESOLUTION – Noted.

C) SCHOOL/YOUTH ACTIVITIES

- a) Downs School have confirmed their entrants and should have them ready before the end of the month.
RESOLUTION – Noted.
- b) St Saviours Church has contacted Cllr L Ludwig regarding the possibility of displaying WIB poster competition entries during the campaign. Cllr Ludwig to continue to look into the possibility

551. ISSUES FOR INCLUSION ON NEXT AGENDA

Any future inclusion to be sent to Admin to add to next agenda

552. DATE OF NEXT MEETING

Tuesday 21st May 2024 at 7:00pm at 8 The Strand.

The meeting closed at 21.05

Signed _____

Dated _____



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Minutes of the Events Committee held on Tuesday 23rd April 2024 at No. 8 The Strand, Walmer at 5.30pm.

Present: Cllr Tony Grist; Cllr Diana Richardson and Cllr Adrian Friend. Cllr Ludwig was not present at the start of the meeting.

Officers Present: Lynne Simmons – Administration officer.

589. ELECTION OF CHAIRMAN OF THE EVENTS COMMITTEE FOR THIS MEETING.

The committee elected Cllr Grist to chair the meeting.

RESOLVED.

Proposed by Cllr Richardson

Seconded by Cllr Friend

For 3 Against 0 Abstain 0

590. APOLOGIES FOR ABSENCE.

Cllr Simpson offered apologies due to family reasons.

Cllr Ludwig offered apologies as she would be late.

Mrs Beard-Gould offered apologies.

591. DECLARATIONS OF INTEREST.

No interests were declared.

592. OPENNESS AND TRANSPARENCY.

The Chairman reminded those present of the terms of openness and transparency.

593. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on 5th March 2024.

RESOLVED – That the minutes be taken as a true and accurate record.

Proposed by: Cllr Friend

Seconded by: Cllr Grist.

For 3 Against 0 Abstain 0.

594. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA.

None.

595. EVENTS BUDGET 2024/25

Members received the Events working Budgets for 2024/25.

NOTED.

596. CHRISTMAS EVENT 2024.

Members received a verbal update from Cllr Richardson. Detailed discussions have taken place with individuals previously involved in the Christmas event and several options are being followed up, all of which have been positively received. The revised marquee and stage sizes were also discussed. It was observed that the numbers of performers/groups would need to be confirmed before making a final decision over the best marquee and staging options to book for the event.
NOTED.

597. NSSA 2026 REGATTA.

Cllr Grist reported that he is not yet in receipt of minutes from the meeting which took place on Tuesday 5th March 2024, but has emailed Sarah Horan (DDC) to follow up.
NOTED.

598. EVENT PLANNING FOR CHILDRENS FESTIVAL 2024

- i. Members received a verbal update from the officer on invitations extended to local organisations and responses received to date. The organisations who have confirmed they are able to attend are as follows:

Kent Fire & Rescue (subject to callout on the day)
Goodwin Sands
Walmer Lifeboat Station
English Heritage (Wellbeing Team)

The officer reported a meeting is scheduled with members of the Walmer Lifeboat station at 4pm Thursday 25th April 24 to discuss the event. Cllr Richardson also offered to attend this meeting.
NOTED.

- ii. Members discussed and agreed the proposal for the event programme.

RESOLVED.

Proposed by Cllr Friend
Seconded by Cllr Richardson
For 3 Against 0 Abstain 0

Cllr Ludwig joined the meeting at this point (18.10pm).

- iii. Members reviewed and agreed the site plan for the event.

RESOLVED.

Proposed by: Cllr Friend
Seconded by: Cllr Grist
For 4 Against 0 Abstain 0

- iv. Members reviewed the draft press editorial. Members agreed that it should be advertised as widely as possible, including the website, Facebook, and the Community Ad publication (no charge will be made if successful).

RESOLVED.

Proposed by: Cllr Friend
Seconded by: Cllr Grist
For 4 Against 0 Abstain 0

599. EVENT PLANNING FOR BROCANTE 2024

- i. Members received a verbal update from the officer on Brocante pitch bookings. The online booking system went live as planned on Thursday 4th April 24. Pitches are selling very well, with just 10 single pitches and 4 Charity pitches left to book.
NOTED.

600. FUTURE/OTHER EVENTS 2024

- i. Members reviewed the quotes received for the new 10'x3' banners. RK Graphics (local company) have quoted £396 plus VAT for the two banners, whilst HFE Signs (online) have quoted £142 plus VAT.

Regrettably, due to the price differential between the two quotes, it is not possible on this occasion to move forward with the local supplier. Members agreed to move forward with the quote received from HFE signs at £142 plus VAT.

RESOLVED.

Proposed by: Cllr Friend

Seconded by: Cllr Grist

For 3 Against 1 Abstain 0

- ii. Members are keen to look at the feasibility of holding a second Brocante earlier in the summer, on the late May Bank Holiday. The officer was actioned to generate survey questions for approval at the next meeting, with a view to conducting an online survey of traders who have booked for August 2024, to gauge what level of interest there may be in this proposal.
NOTED.

601. DATE OF NEXT MEETING

Tuesday 28th May 2024 @ 5.30pm.

The Chairman closed the meeting at 18.30pm..

Signed

Date



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Minutes of the meeting of Walmer Town Council Planning Committee held on Tuesday 9th April 2024 at 7.00pm at No 8, The Strand, Walmer

Present: Councillors:

- Cllr J Murray (Chairman)
- Cllr T Grist
- Cllr R Blackwell
- Cllr P Findley
- Cllr S Waite-Gleave
- Cllr E Crockford

Officers present: John Miles (Administration Officer)

572. APOLOGIES FOR ABSENCE

Cllrs Ludwig, Simpson and Lee offered apologies that were accepted.

573. DECLARATIONS OF INTEREST

None Received

574. OPENNESS AND TRANSPARENCY

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

575. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting, held on Tuesday 12th March 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 Waite-Gleave

Seconded: Cllr Grist

576. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None Received

577. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description
24/00065	Overglen St Clare Road Walmer CT14 7QB	Grant Planning Permission	No Objection	Erection of single storey rear/side extensions, front porch extension, first floor front extension, solar panels to roof, insertion of ground floor window, rooflight, replacement windows.
23/01451	Camelot 30 Blake Close Walmer CT14 7UB	Grant Consent	No Objection	Crown reduce back to previous reduction points of three Sycamores the subject of Tree Preservation Order No 1 of 1965.
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
23/00553	17 Church Street Walmer CT14 7RX	Grant Planning Permission	RESOLVED ' No objections provided conditions are added to mitigate the risk of flooding at this area used to be a pond, suggestion would be a 'slow the flow' measure on the down pipes. A condition would need to be added for the replacement of the three trees being removed and that the construction plan includes within the traffic management a plan to prevent large lorries from arriving/delivering or being on site outside of the hours of 10-3 due the narrowness of the road.	Erection of a detached dwelling and associated parking
23/01450	36 Blake Close Walmer Deal Kent CT14 7UB	Grant Consent	No Objection	Re pollard back to previous points of one Lime tree the subject of Tree Preservation Order No 1 of 1965.
24/00162	51 Canada Road Walmer CT14 7EQ	Grant Planning Permission	No Objection	Erection of a single storey rear extension (existing extension to be demolished)
24/00099	397 Dover Road Walmer CT14 7NZ	Grant Consent	No Objection Comments: Walmer Town Council has no objections to the proposed works on the two limbs indicated only for the 2024 application. Objections are held for the Rolling Consent request on the application.	Rolling consent to repollard (remove regrowth) of the two limbs closest to 11 Thompson Close of one Lime the subject of Tree Preservation Order No 1969/2, to be undertaken once every 18 months for a total period of 9 years.

24/00082	Osborne House Hawksdown Walmer Kent CT14 7PH	Grant Consent	No Objection	Re-pollard back to previous pollard pruning points of one Lime (T1) the subject of Tree Preservation Order No 4 of 1976.
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578. PLANNING APPLICATIONS – NEW

i. DOV/24/00301 - 210 Dover Road, Walmer, CT14 7NB

Various pruning works to one Copper Beech the subject of Tree Preservation Order No 9 of 2021

Resolved- No Objection- Unanimous vote.

Proposed: Cllr Waite Gleave

Seconded: Cllr Grist

For: 5 **Against:** 0 **Abstain:** 0

ii. DOV/24/00297 - Land At Junction Of Liverpool Road And Granville Road, Walmer

Crown raise to 5 metres over the highway and 3 metres over the footpath of a group of trees the subject of Tree Preservation Order No 1 of 1959.

Resolved-Objection

Proposed: Cllr Blackwell

Seconded: Cllr Findley

For: 5 **Against:** 0 **Abstain:** 0

Comments: Walmer Town Council objects to this application,

On the land in question there are a number of trees some of which have no pavements next to them and overhang nothing at a low level. Walmer Council objects because we believe that of the many trees on the land only one requires any work and therefore the application is incomplete and should be either refused or a new more specific application should be requested from the applicant.

579. APPEALS

i. APP/X2220/W/24/3337061- 46 Herschell Square Walmer CT14 7SU

Erection of dwelling with formation of vehicular access (existing garden building to be demolished)

Resolved- No Changes to be made to previous comments

2. 580. NON-CONSULTEE APPLICATIONS

i. Walmer Adventure Golf Ltd, Marine Road, Walmer, CT14 7DN

Grant of Premises Licence Alcohol sales, Monday to Sunday 10:00 to 22:00.

Resolved- No Objection to be made by Walmer Town Council

For: 3 **Against:** 1 **Abstain:** 2

580. DATE OF NEXT MEETING

Tuesday 7th May @ 7pm

The meeting closed at 19:45

Signed Dated



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

Tel: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

Minutes of the Climate Emergency Working Group Meeting

Held 28th March 2024 at No 8 The Strand, Walmer at 7:00pm

PRESENT: Cllr M Eddy, Cllr R Blackwell Cllr S Waite-Gleave (Chairing)

GUEST : Miss Helen Charlton from Pick Deal Clean

1. APOLOGIES FOR ABSENCE

Mr D Thompson, Cllr L Ludwig

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 Blackwell

4. MATTERS ARISING FROM PREVIOUS MEETING

- Walmer parish carbon footprint was noted at WTC Council on 6 March 2024- **Noted**

Proposed by: Cllr Eddy

Seconded by: Cllr Blackwell

For 3

Against 0

Abstain 0

- LGA supported 'Motion for the Ocean' was accepted by WTC full council on 7th February – Letters have gone to DEFRA, KCC and DDC accordingly.

Noted

Proposed by: Cllr Eddy

Seconded by: Cllr Blackwell

For 3

Against 0

Abstain 0

5. COMMENTS FROM THE PUBLIC

- Discussion of WTC plastic initiatives and with Pick Deal Clean representative Miss Helen Charlton, Miss Charlton said Pick Deal Clean should be called Pick Deal & Walmer Clean, it was also indicated that there is a large support base throughout CT14. and its surrounding areas, and that it works to raise awareness of the dangers of toxic plastic waste in the environment, the need to cut back on production & consumption of plastic, as much as to clean it up. She said news that CEWG at WTC is proposing a set of local actions in line with these aims, Walmer Against Plastic Pollution campaign, is very welcome. Initiatives for plastic reduction in local areas are being collated in April and November across the world.

- **Resolved:** CEWG to send letter of thanks for litter pick by Pick Deal Clean with Deal Parochial School 's Yr 4 on Monday 25 March as part of the Great British Spring Clean (2 copies to PDC & to Deal Parochial School, in Walmer).

Proposed by: Cllr Waite-Gleave

Seconded by: Cllr Eddy

For 3

Against 0

Abstain 0

6. PRIORITIES AND ACTIONS

Transport

- **EV charging points.**

- EV points have made several hundred pounds for the council. Anticipated annual income £1000. Noted with satisfaction.

Proposed by: Cllr Eddy

Seconded by: Cllr Blackwell

For 3

Against 0

Abstain 0

- The EV charge points at the Rugby Club on Canada road is to be monitored by Cllrs and staff members, if illegal parking is found then notices will be left on the windscreen and the registration taken.

Resolved: Notices to be printed and distributed to Cllrs.

Proposed by: Cllr Blackwell

Seconded by: Cllr Eddy

For 3

Against 0

Abstain 0

- Greenery to be cut by office staff with pick up of rubbish with help from councillors to be confirmed.
- Admin to confirm boundaries of land around the charging points.

Ongoing projects

- **Thermal Camera Scheme**

- Scheme has ended for the year with fewer than last year, to restart in December 2024- **Noted.**

Proposed by: Cllr Blackwell

Seconded by: Cllr Eddy

For 3

Against 0

Abstain 0

- Thermal camera pictures have been sent to DDC officer regarding two of their properties w/c 12/3/24.- **Noted**

Proposed by: Cllr Blackwell

Seconded by: Cllr Eddy

For 3

Against 0

Abstain 0

- Cllr Waite Gleave reported that her meeting with DDC climate and housing officers went well on 6 March 2024. She reported interest in principle from DDC officers in encouraging residents in council housing in Walmer to be aware of DDC accessed grants & help to make homes more energy efficient. This should increase take-up of the WTC offer of TiC Nov 2024- Feb 2025, from residents in less affluent / less energy efficient homes.
- **Noted:** Admin & Cllr Waite-Gleave to seek further meeting with DDC officers before 30 June 2024 to firm up plans to cooperate next winter.
- CEWG to decide on roads to leaflet in July. Request to be made to DDC Climate & energy officer, Mr Traynor to provide list of current and former council properties for leaflet distribution. Offer to be made to DDC for WTC officer to TiC survey DDC

council houses in Walmer at cost of WTC officer's hours. The September meeting will confirm the streets that will be leafletted from both lists.

Proposed by: Cllr Eddy

Seconded by: Cllr Blackwell

For 3

Against 0

Abstain 0

- **DDC Climate and Nature Forum**

- DDC has postponed meeting of the new forum from 26th March until May 2nd. - **Noted**

Local Nature Recovery Strategy

- Committee informed about updates on costings from Admin. Soil will need to be bought in for Stony Path site. -**Noted**
- **Green Areas**
 - Committee shown the green areas map, minor additions to be added, including Downs Primary grounds, and eastern side of railway line. **Noted.**
 - Cllr Waite-Gleave to offer Cllr Findley map of TPOs in Walmer for comparison.
- **Churchill Ave:**
 - No new update from admin regarding progress on arrangements with DDC. Cllr Waite-Gleave pointed out delay by DDC officer is inconvenient to the nascent community group given that it is spring and the gardening season has begun. Clerk & 3 Cllrs did the site visit with the DDC officer in July 2023.
 - Volunteers have begun forming a WhatsApp group and want to begin as soon as possible. Admin to keep looking into status of lease- **Noted**.
- **Walmer And Deal Action for Swifts Project**
 - Update from Cllr Findley to be postponed until May CEWG
- **Pesticide-Free Towns national movement**
 - Update from Cllr Findley to be postponed until May CEWG
 - Cllr Waite-Gleave informed group about a booklet entitled 'Going Pesticide Free Toolkit' Admin to look into acquiring copies.

Waste Reduction

- **Walmer Against Plastic Pollution Campaign Part 1 of 2: action on cleaning up plastic pollution & action on encourage more sorting of waste more often.**
 - Proposed by: Cllr Waite Gleave
 - Seconded by: Cllr Eddy

For 3 Against 0 Abstain 0
 - CEWG informed that Ace Recycling no longer implement new collection points. Cllr Waite Gleave to look into the company Printwaste that was suggested by AceUK.
- For 3 Against 0 Abstain 0
- **Biodiversity Grant**
 - More information regarding the financial requests to other councils was requested by CEWG before the payment can be made. Admin to seek information.

- **Resolved:** CEWG will agree to the grant request once it has evidence that other councils will also be awarding this grant.
 - Proposed by: Cllr Waite Gleave
 - Seconded by: Cllr Eddy
- For 3 Against 0 Abstain 0

7. ANY OTHER QUESTIONS OR OBSERVATIONS.

None

8. DATE OF NEXT MEETING

Thursday 30th May at 19:00 at No 8 The Strand.

Meeting ended 20:45

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 t/pt per household	Consumption CO2e t/pt 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 Waste-mgt 0.04 Othertrns 0 diesel(Rly 0)	15.3t CO2e (gds&servs 5.63 Food&d 3.52 Housing 3.32 Travel 2.79 Waste 0.03)	Housing carbon f/pt 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"> insulation of homes; provision / use public transport & active travel; switch to choice of veggie & local food; Increase in re-use / repair of goods & services.
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 Waste-mgt 0.14 Othertrns 0.02 diesel(Rly 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

Bank Balances as at 29/05/24

Lloyds bank	£ -
Unity Trust current	£ 36,224.44
Unity Trust Deposit	£ 430,679.98
Total	£ 466,904.42

COMPARISON OF BUSINESS SAVINGS/HIGH INTEREST ACCOUNTS CURRENTLY AVAILABLE

Bank/Building Society Name	Name of Account	Who is this for?	Charges	Funds Required	Interest Rate	Fixed/Variable Rate	Interest Paid	Risk	Withdrawals	Other comments
Unity Trust	12 month Fixed Term Deposit Account	Parish & Town Councils	Free	Minimum £5k	4.85%	F	Added at end of the fixed term	Max funds protected by FSCS £85k in total - across all accounts	No access to funds for fixed term period	Unity also offer 18 month and 24 month fixed term with incremental interest rates
Unity Trust	Instant Access Saver	Parish & Town Councils	Free	None	2.75%	V	Quarterly	Max funds protected by FSCS £85k in total - across all accounts	Free and no notice required	Existing Relationship with Unity Trust
Nationwide Commercial	Business 1 year Saver	Wide range of UK Businesses including charitable & educational sector with turnover < £1m	Free	Minimum £5k	4.25%	F	Monthly or Annually	Low: Protected by FSCS up to £85k.	No access to funds for fixed term period	Website reports it is currently taking 12 weeks to process applications for new accounts
Nationwide Commercial	Business 35 day Saver	Wide range of UK Businesses including charitable & educational sector with turnover < £1m	Free	Minimum £5k	Up to 3.35%	V	Monthly or Annually	Low: Protected by FSCS up to £85k.	Unlimited with 35 day notice required	Website reports it is currently taking 12 weeks to process applications for new accounts
Charity Bank	Ethical 1-Year Business Fixed Rate Account	UK Businesses/charities & clubs	Free	Minimum £10k	4.51%	F	Added at end of the fixed term	Low: Protected by FSCS up to £85k.	No access to funds for fixed term period	Access to account is limited to emails and telephone calls. No online provision. Poor Trust Pilot reviews reflect this.
The Cambridge Building Society	Council Saver Account	Parish & Town Councils	Free	£70k-£100k	2.90%	V	Annually 31st December	Low: Protected by FSCS up to £85k.	Up to 2 monthly - no notice or fees	Withdrawals only via cheque payable to Council
CCLA (Churches, Charities & Local Authorities)	The Public Sector Deposit Fund	Public sector bodies looking for capital security & competitive yield for short-term investments	Mgmt Fee of 0.8% charged annually	Minimum £25k	5.11% yield over past 12 months (to March 24)	V	Monthly	Low/Medium: Past performance is not an indicator of future performance (credit/market/operational/liq uidity/concentration/ interest rates all different risks to be taken into consideration)	On demand	Funds are invested in a diversified portfolio of high quality sterling denominated deposits and instruments. Fund is actively managed. Total fund size £869m.

Recommendation of F&GP is to invest £100k in the the Nationwide Business 35 Day Saver Account and £100k in to the Charity bank Ethical 1 year business fixed rate account Members to decide.

Applications for a Small Grants

Applicant	Details of project	Amount applied for	Relevant Documentation provided	F&GP recommendation
Astor Theatre	To help support the reduced rates offered to community groups.	£1,000	Yes	£500 to be granted
Deal Pride	To support the Pride event, money will be used towards security, medical and required facilities	£1,000	Yes	£500 to be granted
Royal Marines Association	To provide catering for the Bandsmen, during the Royal Marine Memorial Concert	£400	Yes	£400 to be granted

WALMER TOWN COUNCIL **INTERNAL AUDIT REPORT 2023-24**

I am pleased to report to Members of the Town Council that I have completed my internal audit of the Town Council's records for 2023-24 and have been able to complete the Annual Internal Audit Report for the 2023-24 Annual Governance and Accountability Return.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

As a result of my audit and my discussions with your Clerk I was able to answer 'YES' to all the relevant questions contained in the Annual Internal Audit Report.

I would like to take this opportunity to thank your Clerk for the assistance given to me in the conduct of the audit that took place on 15 May 2024.

PREVIOUS AUDITS:

External Audit Certificate 2022-23:

Covered in my interim report

Internal Audit 2022-23:

Covered in my interim report.

FINDINGS THIS VISIT:

During the audit I carried out sufficient work to enable me to complete the Annual Internal Audit Report. I concentrated on the trail from the annual accounting statement back to the receipts & payments A/c and bank statements while testing a number of transactions to invoices or other supporting documentation. I have also reviewed the Council's minutes for compliance with legal obligations, its general functioning and for mutual consistency with the accounts.

The 2024-25 budget as adopted in January 2024 does not fully comply with statute (s49A Local Government Finance Act 1992). I have discussed with the clerk small changes for future budgets to overcome the problem.

I found the financial records to be accurate and up to date.

I have nothing further to report.

Lionel Robbins
Independent Internal Auditor
19 May 2024

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The Annual Internal Audit Report must be completed by the authority's internal auditor.
 - Sections 1 and 2 must be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024.
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	<input type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	<input type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	<input type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	<input type="checkbox"/>	<input type="checkbox"/>

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY
Walmer Town Council

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS
www.walmercouncil.co.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations; payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

31/01/2024 15/05/2024

Name of person who carried out the internal audit

LIONEL ROBBINS

Signature of person who carried out the internal audit

Date

15/05/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Walmer Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Section 2 – Accounting Statements 2023/24 for

Walmer Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	* Restated 211 935	199 122	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	233 892	246 120	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	16 015 *	16 350	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	122 442 525	106 570	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	15 127 *	15 127	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	126 069	92 298	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	198 122 *	246 597	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	189 341	247 686	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	486 012	486 251	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	234 398	223 744	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

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 scheme¹, please contact the Council's Clerk or, in their absence, the Chairman.
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.

council's position. Should they decide to express such views publicly they are free to do so provided only that they make it clear that such views are their own individual views and that they are not speaking for Walmer Town Council.

15. The Council's Clerk, or in their absence, the office team 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 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 may be used as social media platforms.

¹ 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 2024/2025

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.	In place	Photographs to be taken to provide electronic register in line with IIA recommendations
	1.a.3. Items on insurance to be checked against Asset Register	Done	Asset register reviewed and updated every march to comply with insurance valuations.
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).	In place	Maintenance issues addressed as soon as Clerk notified
	1.b.2. Risk assessment of Hawkshill Freedown, Drill Field and MUGA, York and Albany Close and Campbell Allotments	In place	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. MUGA inspected by Playsafe.	In place	Hazards identified and reported to the Town office and relevant committee. Checked back against risk assessment for appropriate action. The Clerk in consultation with the Chairman can approve up to £1000.
2. Financial			
2.a. Inadequate financial controls and/or records	2.a.1. Standing Orders and Financial Regulations in place with bi-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 F&GP.	In place	NALC model Financial Regulations 2016 updated October 2022

Risk	Control	Status	Action
2.b. Loss through fraud, corruption or collusion.	<p>2.b.1. Approval of expenditure and system for payments/receipts:</p> <ul style="list-style-type: none"> - approval by the clerk required before any expenditure is incurred (committed) and members notified at next council meeting. - payments or commitments made between meetings noted at the next meeting of the council; - cheques signed by two councillors. - monies received paid into bank immediately and receipts issued if necessary; and <p>2.b.2 <i>Electronic banking procedures as follows:-</i></p> <ol style="list-style-type: none"> 1. <i>A schedule of payments is presented at council meetings and all transactions noted.</i> 2. <i>Two signatories are allocated for electronic authorisation.</i> 3. <i>Signatories are passed invoices for checking when asked to approve online to check values match.</i> 4. <i>Once the second signatory ticks the payment off, the payment will leave the account either immediately or at the time scheduled by the Clerk.</i> 	All in place	<p>Financial Regulations adopted November 2016 and reviewed bi-annually cover all these risks. Last update Oct 2022. Due new model regulation Apr 2024.</p> <p>Cllrs Murray, Simpson, Bond, L Ludwig and Jull appointed</p>
	2.b.2. Annual Review of effectiveness of internal audit and system of internal control	In place	Professional internal auditor appointed.

Risk	Control	Status	Action
2.c. Non compliance with legislation on employer/ee liability.	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 April 2025.
2.d. Non compliance with HM Revenue & Customs.	2.d.1. Regular returns to HM Revenue and Customs.	In place	Monthly payroll runs carried out and monthly payments made to HMRC.
2.e. Non compliance with Revenue & Customs regulations.	2.e.1. VAT - returns made annually at the end of financial year.	In place	Annual VAT returns completed from financial information system.
2.f. Inadequate budgetary control. Significant over/under spend.	2.f.1. Regular budget monitoring - expenditure against budget monitored monthly and reported to council.	In place	Monthly reports presented to Town Council. Quarterly reporting to Finance and General Purposes.
2.g. Non compliance with borrowing regulations	2.g.1. Procedures for dealing with, and monitoring of, loans received	In place	PWLB loan paid via direct debit twice a year. Reported via the AGAR yearly.
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. Section 137 payments may only total £9.93 per elector in a year.
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 In place	Currently no partnership agreements are in place. Recorded on accounting systems.
2.j. Damage/injury to third party property or individuals	2.i.3. Developing systems of performance measurement 2.j.1. Public Liability insurance cover is in place. Public areas visually inspected periodically. 2.j.2. Annual review of land maintenance contracts 2.j.3. Verification of insurance cover of service suppliers when contract given.	Not applicable In place n/a In place	No partnership agreements in place at the present time. Insurance cover reviewed in March 2022. Annual and regular inspections carried out. See also 1.b.2 No land maintenance contracts 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. Reviewed with internal auditor Feb 2024.

Risk	Control	Status	Action
	2.k.2. Compliance with Disability and Discrimination Act	Office complies with the Act as far as is practicable	
3. Compliance with Legal Requirements			
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	KALC membership for expert advice. Local council administration – Arnold Baker current edition 12 th edition in office
	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
c. Non compliance with procedures when electors wish to exercise their rights of inspection.	3.c.1. Documented Procedures: - council's publication scheme, in compliance with Freedom of Information Act, on website - minutes and agendas displayed on the Town notice boards; and - audit notices and audited accounts displayed on the notice boards in accordance with Audit Regulations.	In place In place In place	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. Notices are published with basic agenda. Compliance with Accounts and Audit Regulations etc carried out for 2021/2022 Final Accounts

Risk	Control	Status	Action
3.d. Inadequate reporting of Council business.	<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>Clerk distributes agendas and places copies on website at appointed times.</p> <p>Council or committee agree previous meeting minutes.</p> <p>Clerk stores signed copies of minutes.</p>
<p>3.e. Inadequate documentation:</p> <ul style="list-style-type: none"> - loss, damage, incomplete; - no evidence to support decisions; and - no evidence of adequate stewardship or performance of council. 	<p>3.e.1. Safe storage of legal business:</p> <ul style="list-style-type: none"> - old Minutes and Town Records to be properly and safely archived - deeds and legal documents for all Town Council owned lands are securely kept. <p>3.e.2. Documented procedures for:</p> <ul style="list-style-type: none"> - receipt/response and handling of documents; - responding to consultations; - dealing with enquiries by the public; and - dealing with complaints by the public. 	<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>
3.f. Councillors allowances not made in compliance with legislation.	<p>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.</p>	<p>In place</p>	<p>All correspondence and documentation relevant to council business is recorded is scanned on receipt and is filed appropriately and kept secure.</p> <p>Displayed on web-site.</p>
3.g. Clerk unavailable.	<p>3.g.1 Written procedures to cover the temporary or permanent loss of the Clerk's services.</p>	<p>In place</p>	<p>Short term absence – current staff to stand-in or share services of a neighbouring Town clerk.</p> <p>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.</p>

Risk	Control	Status	Action
4. Councillor Property			
4.a. Bribery/conflict of interests, inducements or favours from council.	<p>4.a.1. Procedures in place for monitoring members' interests and any gifts and/or hospitality received.</p> <p>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.)</p>	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.	<p>4.b.1. Code of Conduct adopted by all council members on appointment.</p> <p>Revised Code of Conduct including paragraph 12(2) adopted by the Council on 18 July 2007</p>	In place	Last update Sept 2016
4.c. Inadequate risk management. Poor performance/stewardship by Council.	<p>4.c.1. Risk management procedures in place – this document.</p> <p>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.</p>	In place	Next review due in June 2025.

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