



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

Tel: 01304 362363

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

Dated 27th June 2024

To All Councillors

You are hereby summoned to attend the **COUNCIL MEETING of WALMER TOWN COUNCIL**
to be held on **Wednesday 3rd July 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. PERIOD OF SPECIAL CONSIDERATION

To remind present Members of the rules in regards to the period of special consideration currently in place due to the general election.

Attach 2

5. CHAIRMAN'S REPORT

Update on various matters from the Chairman.

6. MINUTES

To approve the minutes of the Council meeting of the 5th June 2024.

Attach 3

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

8. 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.

9. CRIME AND ANTI SOCIAL BEHAVIOUR REPORTS

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

10. COMMITTEE REPORTS + MINUTES

i. To receive any reports and any agreed minutes as follows:

a. Amenities + Environment – Minutes from Apr 24, 2024.

Attach 4

b. Finance + General Purposes – No minutes to present.

c. Walmer in Bloom – no minutes to present.

d. Events Committee – minutes from May 28, 2024.

Attach 5

e. Planning Committee – minutes from May 7, 2024.

Attach 6

f. Climate Emergency Working Group — No minutes to present

g. Public Engagement Working Group – no minutes to present.

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

a. Events Committee – Minutes from June 25, 2024

b. Planning Committee – minutes from June 11, 2024.

c. Amenities and Environment – minutes from 26 June 2024.

11. REPORT OF THE CLERK

To receive a report from the Clerk on matters received.

12. FINANCIAL REPORT

For noting:

- i. Bank balances.
- ii. Monthly statement for May
- iii. Bank accounts

Attach 7

To Decide

- i. Business rates

13. INVITATIONS & EVENTS

An invite to the Celebration of Armed Forces Day on the 30th June 2024 has been received, as well as an invite to Deal Pride on the 13th July 2024, the Chairman will be attending these. A Invite to the Carnival has also been received.

14. GRANTS

To decide on Grant applications

Attach 8

- i. Dover Bee Keeping Association

15. STANDING ORDERS

To review recommendations for amendments to standing orders.

Attach 9

16. TWINNING POLICY

To decide on policy for applications from other towns in respect of twinning.

Attach 10

17. OFFICE I.T

To receive a report and decide on a recommendation to purchase additional computer monitors for the office to improve efficiency.

Attach 11

18. DATE OF NEXT MEETING

4th September 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.

DOVER DISTRICT COUNCIL**BRIEF GUIDE to PUBLICITY DURING THE PERIOD LEADING UP TO THE
GENERAL ELECTION ON 4 July 2024**

Publicity restrictions will apply from **Friday 24 May 2024 up to and including polling day on Thursday 4 July 2024**. There are significant restrictions on Council publicity and events in the run-up to any election. During this time the Council must not issue any publicity which appears designed to affect support for a candidate or political party or could otherwise be regarded as influencing voters.

This means that in the period prior to an election great care must be taken not to do anything that could be construed as favouring or promoting candidates or otherwise councillors or their political parties directly involved in the election. The following 'traffic light' system summarises our position:

Go

- *Business as usual publicity with quotes from staff (but no quotes, photographs, or other publicity for councillors)*
- *Councillors and political parties can independently create their own publicity provided they are not using council resources*
- *Councillors can attend events arranged by other organisations, but the same restrictions apply about quoting councillors in any council publicity*
- *Decision-making will generally continue as usual, and the decisions will be publicised, subject to the restrictions about quotes and other types of publicity*
- *Reactive publicity can include councillors holding key political or civic positions if commenting in an emergency or on a major news event outside the council's control.*

Proceed with caution

- *Councillors not involved directly or indirectly in the election may be quoted only if there is no political flavour to the issue or quote.*
- *Normally avoid proactively scheduling events attracting public and media interest. Events that are unavoidable should not publicise individual councillors or their parties.*
- *Carefully consider the timing of major decisions on politically sensitive or controversial matters and avoid the pre-election period where it is practicable to do so.*

Stop

- *Councillors involved in the elections will not be quoted in proactive news releases issued. Nor should they be invited to or attend events organised by the Council that could appear to affect support for a political party or particular candidate in the election.*
- *No political posters or leaflets must be displayed in or on Council premises (including street furniture and the like) or vehicles or, of course, on the Council's website.*
- *Do not arrange proactive media or events involving candidates.*

Harvey Rudd

Monitoring Officer

Please refer to the full guide circulated 03/06/24 if you are unsure.

29 May 2024



WALMER TOWN COUNCIL

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DRAFT Minutes of the Meeting of Walmer Town Council held on Wednesday 5th June 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 E Crockford, Cllr S Waite-Gleave, Cllr P Findley and Cllr P Jull.

Officers Present: Roland Aldred, Town Clerk

65. APOLOGIES FOR ABSENCE

Cllrs Lee and Simpson offered apologies that were accepted.

66. DECLARATIONS OF INTEREST

No declarations were made.

67. OPENNESS AND TRANSPARENCY

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

68. CHAIRMAN'S REPORT

The Chairman reported:

- i. We are currently sitting in the period of sensitivity due to General election.
- ii. The Chairman attended the Peace Garden open day, the work to date of the volunteers has been impressive.
- iii. With the Clerk, the Chairman will be meeting with Roger Walton of DDC to discuss the various contributions Walmer Town Council makes to Dover District Council.
- iv. Sarah Horan is moving on from Dover District Council.

69. MINUTES

Members received the minutes of the Council meeting held on Wednesday, 1st May 2024.

RESOLVED: That the minutes be approved and signed.

Proposed by Cllr Friend

Seconded by Cllr Eddy

For 13

Against 0

Abstain 0

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

No matters were raised.

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

- i. No members of the public were present
- ii. Cllr Vinson offered apologies, no reports were sent in.

72. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

Cllr Crockford reported March crime figures were now available online. The Police will be conducting public engagement events on Monday at Sandown Castle and at the Royal Marines Memorial Concert later this month. Street Safe is now up and running, this is a portal for reporting locations where members of the public feel unsafe. Several fraud scams have been reported in the area, the most common are brushing scams where unsolicited parcels are sent, e-mails advising of changes to account details for business payments and e-mails advising you have won a prize that require you to provide information to collect your prize. Cllr Crockford also reported that there had been reports of damage to vehicles on Balfour Road. The Police are encouraging members of the Public to report any crimes so numbers can be accurately logged for policing requirements in the area.

73. 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 Mar 19, 2024.
 - d) Events Committee – minutes from Apr 23, 2024.
 - e) Planning Committee – minutes from Apr 9, 2024.
 - f) Climate Emergency Working Group – minutes from 28 Mar, 2024
 - g) Public Engagement Working Group – no meeting held.

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

Proposed Cllr Friend

Seconded Cllr Eddy

For 13

Against 0

Abstain 0

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

NOTED

Proposed Cllr Eddy

Seconded Cllr Friend

For 13

Against 0

Abstain 0

74. REPORT OF THE CLERK

The Clerk reported:

- i. Children's festival is on the 29th June an e-mail has been sent out requesting volunteers from the Members to assist on the day.

- ii. The officers have produced a leaflet "Summer 2024 on Walmer Green", listing events and performances on Walmer Green. This has been shared online and distributed in leaflet form and has had a resounding positive response.
- iii. The events page on the Walmer Town Council Website has had a redesign which is now online.
- iv. KCC have installed drainage opposite Hawkshill Road near Walmer Castle to prevent the flooding issues.
- v. Updates on the leasing: No 8 we are awaiting an updated Energy Performance Certificate, and this will then be all with the solicitors to move forward. The Drill Field advice has been received from the Solicitors and will be discussed at July's meeting.

RESOLVED – To note the report of the Clerk and offer thanks to office staff for their work on the Website and the Summer on Walmer Green leaflet.

Proposed – Cllr Friend

Seconded – Cllr Eddy

For 13

Against 0

Abstain 0

75. FINANCIAL REPORT

i. Bank Balances

Members received the bank balances

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

- iv. Members received a recommendation from the Finance and General Purposes committee on investment strategy.

RESOLVED – To invest £100,000 in each of the Charity Bank Ethical One Year Business Account and the Nationwide 35-day commercial saver accounts

Proposed – Cllr Jull

Seconded – Cllr Richardson

For 13

Against 0

Abstain 0

76. INVITATIONS AND EVENTS

Cllr Bond accepted the invitations to the Celebration of Armed Forces Day on 30/06/24 and the D Day memorial on the 06/06/24.

77. GRANTS

Members received recommendations from Finance and General on requests for grants.

- i. The Astor Theatre- Towards reduced rates for community groups

RESOLVED – To award a grant of £500

Proposed – Cllr Murray

Seconded – Cllr Friend

For 10

Against 2

Abstain 1

- ii. Deal Pride- Towards provision of medical and security

RESOLVED – To award a grant of £250

Proposed – Cllr Murray

Seconded – Cllr Friend

For 7

Against 6

Abstain 0

- iii. The Royal Marines Association- To feed the bandmen at the memorial concert

RESOLVED – To award a grant of £400

Proposed – Cllr Murray

Seconded – Cllr Jull

For 13

Against 0

Abstain 0

78. INTERNAL AUDITOR

- i. Members received a copy of the Internal Auditors report.

RESOLVED – To note the report.

Proposed – Cllr Friend

Seconded – Cllr Eddy

For 13

Against 0

Abstain 0

- ii. Members received a verbal report requesting appointment of an internal Auditor for 2024/25.

RESOLVED – To appoint Mr L Robbins as the internal auditor.

Proposed – Cllr Waite-Gleave

Seconded – Cllr Eddy

For 13

Against 0

Abstain 0

79. ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW

Members received a copy of the AGAR form.

i. The Annual Governance Statement

RESOLVED – To agree the statements and approve the Chairman sign the Annual Governance Statements.

Proposed – Cllr Eddy

Seconded – Cllr Friend

For 13 Against 0 Abstain 0

ii. The Accounting Statements

RESOLVED – To approve the Chairman sign the Accounting Statements.

Proposed – Cllr Jull

Seconded – Cllr Eddy

For 13 Against 0 Abstain 0

80. MEDIA/COMMUNICATION POLICY

Members received an updated copy of the Media/Communication policy.

RESOLVED – Members agreed to add in the openness and transparency statement and to continue to include this in agendas.

Proposed – Cllr Murray

Seconded – Cllr Richardson

For 12 Against 1 Abstain 0

RESOLVED – To amend the policy to ensure names of other policies are capitalised, some amends to punctuation and small changes to wording.

Proposed – Cllr Eddy

Seconded – Cllr Richardson

For 13 Against 0 Abstain 0

RESOLVED – To accept the document as the policy with amends as above.

Proposed – Cllr Eddy

Seconded – Cllr Richardson

For 13 Against 0 Abstain 0

81. COUNCIL RISK ASSESSMENT

Members received an updated version of the Council Risk Management Statement.

RESOLVED – To accept the Risk Management Statement.

Proposed – Cllr L Ludwig

Seconded – Cllr Friend

For 13 Against 0 Abstain 0

82. DATE OF NEXT MEETING

Wednesday 3rd July 2024.

The meeting closed at 20.10 pm.

Signed: Date:



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MINUTES

Minutes of the meeting of the Amenity and Environment Committee held on Wednesday 24th April 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, and Cllr L Ludwig (ex officio).

Roland Aldred –Town Clerk

602. WELCOME AND APOLOGIES FOR ABSENCE

The Chairman welcomed all present. Apologies from Cllrs Lee, Simpson and Jull were received and accepted.

603. 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.

604. DECLARATIONS OF INTEREST

No declarations were made.

605. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the committee meeting held on Wednesday 17th January 2024.

AGREED

That the minutes are a true record and are approved with some amendments required to include Cllr Grist in item 420 i. and to Cllr Ludwigs report under 420 iii.

Proposed by Cllr L Ludwig.

Seconded by Cllr Findley.

For 7

Against 0

Abstain 0

606. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

No items.

607. PUBLIC PARTICIPATION

No members of the public were present.

608. HIGHWAYS IMPROVEMENT PLAN

- i. Members received a copy of the latest highways improvement plan.
- ii. Any items for HIP to be discussed:
 - a. Members received a verbal update on the priority items for the highways improvement plan. The Clerk was asked to chase up the design process with KCC.
 - b. Additional items for future HIP discussions.
 - Cllr L Ludwig brought up the issue of people parking across the dropped kerb on "The Beach" blocking wheelchair crossing. To be brought back to next A&E for discussion meantime the Clerk to contact DDC parking services to ensure this is policed effectively.
- iii. Cycling
No further updates

609. HISTORIC WALKING ROUTE FROM WALMER STATION TO DEAL CASTLE

Cllr Eddy gave a verbal report on setting up a Historic Walking Route within Walmer. Cllr Eddy had two proposals following similar routes one a historic route and one a nature route. We would advertise these via leaflets and a QR code linking to our website with details of the route.

AGREED

Members to provide Cllr Eddy with details of any additional items of interest that may be included. Cllr Eddy to start to do a write up of the interesting places on the route.

Proposed – Cllr P Ludwig

Seconded – Cllr Waite-Gleave

For 7

Against 0

Abstain 0

610. STONEY PATH

Members received a written and verbal report from the Cllrs P Ludwig and Findley updating them on the Stoney Path project progress. Contractors will begin the work to remove vegetation next week and it has been agreed with DDC (who provided a grant for the works) that a slower more effective process to remove the unwanted vegetation was required to allow the project to continue.

AGREED

The report was noted, and it was agreed to get quotes for regular mowing of the area to keep the unwanted vegetation in check once Red Dog have completed their work.

Proposed – Cllr P Ludwig

Seconded – Cllr Waite-Gleave

For 7

Against 0

Abstain 0

611. OUTDOOR GYM

Members received a written report and presentation on the status of the outdoor gym project. The survey has been put out into the public domain running till the 30 April, and has garnered over 400 responses, over 80% of the general public at present are in favour of the gym. We have also had some responses from fitness and health professionals to the gym with some useful information and positive feedback. Members agreed at this stage not to focus on the costs but what would work best for the gym.

AGREED

To start to review potential location and engage with Dover District Council on whether these were possible, also to engage with suppliers and local professionals on types of machine and costs.

Proposed – Cllr L Ludwig

Seconded – Cllr Waite-Gleave

For 7

Against 0

Abstain 0

612. NEW IDEAS

Members received a written table outlining the new ideas from the special meeting with initial investigations from the Clerk.

AGREED

Mobility Beach access – members agreed this would be a fantastic asset for Walmer, but it would be a major project with a lot of obstacles to overcome. At present the A&E committee is committed to several projects and therefore this project will be parked with Cllr P Ludwig continuing to look at this in the background. It would also require DDC's involvement.

Free to use BBQs on the seafront – other councils in the UK have put these together using an electric BBQ, however it appears that all of these councils have used one specific brand (possibly the only one on the market). Clerk to research if they still trade in the UK and their pricing of these.

Community Transport – Already available Council to advertise this on our website.

Lift Share Platform - Already available via KCC and Medway councils on Lift Share. Again to be advertised on our website.

Paddling pool Ice Rink – Paddling pool does not fit the requirements for temporary ice rinks therefore this idea was dropped.

Beach Cleaning of old fishing Waste – DDC are picking this up with the tenants of the beach plots. Clerk to follow up with DDC on progress.

Environment Documents – To collect quotes for updating the Environment Guide of Walmer.

Proposed - Cllr P Ludwig

Seconded – Cllr Findley

For 7

Against 0

Abstain 0

613. IDEAL OFFICE SPACE

Members received a written report from the Clerk.

AGREED

As the council voted against going out to estate agents it was agreed to put this item on hold for the time being.

Proposed – Cllr Eddy

Seconded – Cllr Richardson

For 6

Against 0

Abstain 1

614. SIGNAGE

Members received a written report about the item passed for review from full Council regarding signage of Walmer Town Council property around the Town.

AGREED

To ask Cllrs P and L Ludwig and Cllr Waite-Gleave to take photos of existing signage. To ask the Clerk to obtain quotes for a sign on the office frontage and to review planning requirements for this.

Proposed -Cllr Waite-Gleave

Seconded – Cllr P Ludwig
For 7 Against 0 Abstain 0

615. MUGA OPENING TIMES

Members received a written report from the Clerk about two requests received to extend the opening months of the MUGA.

AGREED

Members agreed to ask Cllr Eddy and the Clerk to put together and carry out a survey in to usage of the MUGA.

Proposed – Cllr Eddy

Seconded – Cllr P Ludwig

For 7 Against 0 Abstain 0

9pm was reached.

AGREED

To extend the meeting by 15 minutes to complete the final items.

Proposed – Cllr Eddy

Seconded – Cllr Waite-Gleave

For 7 Against 0 Abstain 0

616. NOTICEBOARDS

Members received a written report from Cllr Waite-Gleave on potential for a new noticeboard to be placed near the Downs School.

AGREED

Members agreed to ask the Clerk to review the current School noticeboard with a view to contacting The Downs about using some of the space in the current provision.

Proposed – Cllr Eddy

Seconded – Cllr L Ludwig

For 7 Against 0 Abstain 0

617. WALMER AGAINST PLASTIC POLLUTION

During this item the 15-minute extension elapsed.

AGREED

To extend the meeting by a further 5 minutes to allow business to be concluded.

Proposed – Cllr Findley

Seconded – Cllr P Ludwig

Members received a written report into plastic pollution and some recommendations as to what Walmer Town Council could do in regard to this.

AGREED

Members agreed to the principles of the report and agreed to:

Support the 5 annual DealWithIt beach cleans with publicity.

Organise an inland litter pick during the Great annual Spring Clean each year.

Explicitly thank DealWithIt and PickDealClean for their volunteer work.

Write a letter thanking Yr4 of the Parochial School for their litter pick on the 25th March

Ask the Climate Emergency Group to produce a single A4 information sheet for residents referring them to DDC

Twice a year to share via digital channels information on how to select what waste goes in which bin.

Publicise household battery recycling locations

Members felt they needed more information about the tetrapaks recycling and whether this was genuinely recycled. Members were also uncomfortable with the office as a drop off point for this waste.

Proposed – Cllr P Ludwig

Seconded – Cllr L Ludwig

For 5

Against 0

Abstain 2

618. DATE OF NEXT MEETING

The date of the next meeting: 26th June 2024.

The Chairman closed the meeting at 21.20.

.....
Signature

.....
Date



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Minutes of the Events Committee held on Tuesday 28th May 2024 at No. 8 The Strand, Walmer at 5.30pm.

Present: Cllr Tony Grist; Cllr Diana Richardson, Cllr Adrian Friend, Cllr Ludwig and Cllr Crockford.

Officers Present: Lynne Simmons – Administration officer.

51. ELECTION OF CHAIRMAN FOR 2024/25.

Cllr Grist was nominated as Chairman.

RESOLVED. That Cllr Grist is duly elected as Chairman of the Events Committee.

Proposed by Cllr Richardson

Seconded by Cllr Crockford

For 5 Against 0 Abstain 0

52. ELECTION OF VICE-CHAIRMAN FOR 2024/25.

Cllr Richardson was nominated as Vice-Chairman.

RESOLVED. That Cllr Richardson is duly elected as Vice-Chairman of the Events Committee.

Proposed by Cllr Friend

Seconded by Cllr Ludwig

For 5 Against 0 Abstain 0

53. APOLOGIES FOR ABSENCE.

Cllr Simpson offered apologies due to family reasons.

54. DECLARATIONS OF INTEREST.

No interests were declared.

55. OPENNESS AND TRANSPARENCY.

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

56. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Tuesday 23rd April 2024.

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

Proposed by: Cllr Friend

Seconded by: Cllr Grist.

For 5 Against 0 Abstain 0.

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

None.

58. EVENTS BUDGET 2024/25

Members received the Events working Budgets for 2024/25.

NOTED.

59. CHRISTMAS EVENT 2024.

Members received a verbal update from Cllr Richardson. Members discussed various aspects of the event, including the genre of Christmas songs to be included. Several actions were discussed by members as follows:

- All members to provide a list of personal top 10 favourite Christmas tunes to officer, who will compile a potential playlist of all songs for discussion at the next meeting.
- The officer was actioned to contact Mark One Music to obtain costs for large screen, sound and lighting for the event (being mindful of electricity supply potential constraints) and to explore the requirement for a PPL/PRS licence.
- Cllr Grist offered to contact Madeleine Cordes to discuss potential choir options.
- Cllr Richardson will follow up previous discussions with Pete St-Ange from the Sea Café.

NOTED.

60. NSSA 2026 REGATTA.

Cllr Grist has spoken with Sarah Horan (DDC) and gave an update on the 5th March 24 meeting to members. Cllr Grist has been added to the invitation list for future meetings regarding this event.

NOTED.

61. EVENT PLANNING FOR CHILDRENS FESTIVAL 2024

- i. Members reviewed and discussed event management paperwork submitted to DDC.

NOTED.

- ii. Cllr Richardson updated members on the meeting which took place on 25th April 24 with the RNLI Walmer lifeboat team. The meeting was extremely positive, with plenty of activities/games ideas offered by the Lifeboat team: RNLI Mascot, dry suit try-ons, welly wanging, wet sponges/stocks, a salvage pump activity, as well as pebble painting and RNLI based colouring sheets.

Members agreed to the purchase of 2 packs of 50 felt-tip pens (£4.99 per pack), 3 packs of 24 acrylic marker paint pens (£7.98 per pack) and the printing of colouring sheets to support these activities.

RESOLVED.

Proposed by Cllr Richardson

Seconded by Cllr Friend

For 5 Against 0 Abstain 0

- iii. Members discussed the site plan and resources required for the event.

The officer was actioned to create the following laminated A3 signs in the previously agreed yellow/black design: Toilets, First Aid Point, Car Park, Disabled Parking, Lost/Found Meeting Point.

The officer was actioned to contact Veolia to book an additional post event bin collection and to email costs to committee for approval.

The officer was actioned to check WTC resources to ensure additional black bins would be available on the day.

NOTED.

- iv. Members discussed volunteers and help needed on the day.
Cllrs Richardson, Friend and Grist all confirmed their availability for the event.
The officer was actioned to email the full Council to request support for the day and to ensure name badges are available for all Councillors/staff at the event.
NOTED.

Cllr Friend left the meeting at this point (18.30pm).

- v. The officer provided an update on all web-based advertising currently underway and over the four weeks leading up to the event.

The RNLI team have kindly agreed to display the large new banner outside the lifeboat station.
Members agreed the location of the 3 smaller banners as follows: 1. Upper Walmer – Dover Road railings, 2. Lower Walmer – The Strand railings at corner opposite No 62, 3. Upper Walmer at top of Court Road on fence opposite Deal & Victoria cricket pitch.
Members also agreed to spend £25 additional advertising on Facebook to boost the event's circulation.

RESOLVED.

Proposed by Cllr Ludwig

Seconded by Cllr Grist

For 4 Against 0 Abstain 0

62. EVENT PLANNING FOR BROCANTE 2024

- i. Members received a verbal update from the officer on Brocante pitch bookings.
All pitches have now been sold, with just 2 remaining charity pitches available to book.
The officer has created a waiting list which now has 3 names on it.
NOTED.

63. FUTURE/OTHER EVENTS 2024

- i. Members reviewed the proposed survey questions. It was proposed that the officer create and send the survey to all pitch holders for the August 2024 event as soon as possible, to help gauge the level of interest in holding a second Brocante event earlier in the year.

RESOLVED.

Proposed by: Cllr Grist

Seconded by: Cllr Ludwig

For 4 Against 0 Abstain 0

- ii. Members reviewed the Summer 2024 flyer and poster produced and discussed options for printing the flyers. It was proposed that gloss/satin printing paper could be used (at a cost of £13.49 for one ream) if the paper was sustainable/recyclable. If not, the alternative option to be used should be standard matt paper 90gsm.

RESOLVED.

Proposed by Cllr Grist

Seconded by Cllr Crockford

For 4 Against 0 Abstain 0

64. DATE OF NEXT MEETING

Tuesday 25th June 2024 @ 5.30pm.

The Chairman closed the meeting at 19.05pm and noted the positive, pro-active contribution of the officer to the Events Committee meetings and actions.

Signed

Date



WALMER TOWN COUNCIL

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

Tel: 01304 362363

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

Minutes of the meeting of Walmer Town Council Planning Committee held on Tuesday 7th May 2024 at 7.00pm at No 8, The Strand, Walmer

Present: Councillors:

Cllr T Bond (Chair)
Cllr T Grist
Cllr R Blackwell
Cllr S Waite-Gleave
Cllr J Murray

Officers present:

John Miles (Administration Officer)

Cllrs Grist and Murray were not present at start of meeting.

24. VOTE TO DELAY START OF MEETING BY FIFTEEN MINUTES

RESOLVED – Meeting was delayed by 15 minutes.

Proposed – Cllr Bond

Seconded – Cllr Waite Gleave

For: 3 Against:0 Abstain: 0

25. ELECTION OF TEMPORARY CHAIRMAN

RESOLVED – Cllr T Bond was elected Chairman for the meeting.

Proposed – Cllr Waite Gleave

Seconded – Cllr Blackwell

For: 3 Against:0 Abstain: 0

26. ELECTION OF CHAIRMAN FOR 2024/2025

RESOLVED – Postponed until the June meeting

Proposed – Cllr Bond

Seconded – Cllr Waite Gleave

For: 3 Against:0 Abstain: 0

27. ELECTION OF VICE-CHAIRMAN FOR 2024/2025

RESOLVED – Postponed until the June meeting

Proposed – Cllr Bond

Seconded – Cllr Waite Gleave

For: 3 Against:0 Abstain: 0

28. APOLOGIES FOR ABSENCE

Cllrs Simpson and Lee offered apologies that were accepted.

29. DECLARATIONS OF INTEREST

VAOIs from Cllr Waite Gleave and Blackwell for having posted objections as private citizens for 00367

VAOI From Cllr Bond having voted against the original application for 00367

A further VAOI from Cllr Blackwell regarding his work for a homeless charity for 00367

30. OPENNESS AND TRANSPARENCY

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

31. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting, held on Tuesday 9th April 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 Blackwell

For: 3 Against:0 Abstain: 0

32. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None Received

33. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description
24/00231	Episode Hawksdown Walmer CT14 7PJ	Grant Planning Permission	No Objection	Erection of a single storey rear extension
24/00210	26 Channel Lea Walmer CT14 7UG	Grant Planning Permission	No Objection	Erection of single storey rear extension
24/00200	1 Beach Mews Kingsdown Road Walmer Kent CT14 8AP	Grant Planning Permission	No Objection	Erection of detached garden room
24/00087	27 Granville Road Walmer Kent CT14 7LQ	Split Decision	No Objection	Crown reduce by approx 4 metres and rebalance and crown lift to at least 5.2 metres over road of four Sycamores (T1-T4) all the subject of Tree Preservation Order No. 1 of 1959.

34. PLANNING APPLICATIONS – NEW

i. DOV/24/00368 - Pond Pasture , Church Street, Walmer, Kent

Replace exterior brickwork with render. Replace rooftiles and dormer tiles with Slate

Resolved- No Objection- Unanimous vote.

Proposed: Cllr Grist

Seconded: Cllr Waite-Gleave

For: 4 Against:0 Abstain: 0

Comments: Walmer Town Council recommends that this proposal is approved.

ii. DOV/24/00375- Breeze , 6 Wellington Parade, Walmer, CT14 8AA

Erection of single storey rear and front extensions, part garage conversion,

alterations to doors/windows, front balcony with railings, roof to be replaced with flat roof, 14 solar panel, 3 rooflights (existing conservatory/steps, front balcony, and bay window to be demolished)

Resolved- No Objection- Unanimous vote.

Proposed: Cllr Blackwell

Seconded: Cllr Waite-Gleave

For: 4 Against:0 Abstain: 0

iii. **DOV/23/01453- Hawkshill Farmhouse , Hawkshill Camp Road, Walmer, CT14 7PT**

Erection of single storey rear extension and detached car port with storage unit

Resolved- No Objection- Unanimous vote.

Proposed: Cllr Grist

Seconded: Cllr Blackwell

For:4 Against:0 Abstain: 0

Comment: There is no objection to this application, however WTC does not give permission to use heavy load vehicles on the access road to Hawkshill Freedown.

iv. **DOV/24/00407- 7 Harvey Avenue, Walmer, CT14 7DW,**

Garage conversion to residential accommodation and insertion of window to side elevations

Resolved- No Objection- Unanimous vote.

Proposed: Cllr Waite Gleave

Seconded: Cllr Bond

For: 4 Against:0 Abstain: 0

v. **DOV/24/00419- 7 Harvey Avenue, Walmer, CT14 7DW,**

Conversion of garage to bedroom and bathroom

Resolved- No Objection- Unanimous vote.

Proposed: Cllr Waite Gleave

Seconded: Cllr Bond

For: 4 Against:0 Abstain: 0

vi. **DOV/24/00412- Walmer Adventure Golf, Promenade, Walmer, Kent**

Variation of condition 8 (hours of use) of planning permission DOV/20/00952

(Construction of an adventure golf course, erection of entrance kiosk, 1.5m perimeter fencing and 1.73 fencing and gate) to allow for extended opening hours.

Resolved- Strong Objection- Unanimous vote.

Proposed: Cllr Waite Gleave

Seconded: Cllr Grist

For: 5 Against:0 Abstain: 0

Comments: Walmer Town Council strongly objects to this application under the material reason that this may affect the established amenity of the local area.

vii. **DOV/24/00367- Land On The East Side Of Cross Road Deal CT14 9LA**

Variation of condition 1 (approved plans) of planning permission 21/01683 for "Reserved matters application for the details of layout, scale, landscaping and appearance for the erection of 100 dwellings pursuant to outline planning permission DOV/20/01125" to allow affordable housing to be removed from the scheme.

Resolved- Strong Objection- Unanimous vote.

Proposed: Cllr Waite Gleave

Seconded: Cllr Bond

For: 5 Against:0 Abstain: 0

Comment: Walmer Town Council Strongly objects to the application due to the removal of the desperately needed affordable housing in the town.

35. DATE OF NEXT MEETING

Tuesday 11th June @ 7pm

The meeting closed at 20:50

Signed Dated

Bank Balances as at 27/06/24

Lloyds bank	£ -
Unity Trust current	£ 25,367.94
Unity Trust Deposit	£ 427,967.98
Total	£ 453,335.92

Applications for a Biodiversity Grant

Applicant	Details of project	Amount applied for	Relevant Documentation provided	A&E recommendation
Dover Beekeeping association	Towards the building of traps and bait for the traps to capture the invasive asian hornet, who kill native pollinators	£200	Yes	£200 to be granted



Item: Standing Orders.

Date: 23/4/24.

Meeting: F&GP April.

From: Roland Aldred.

Attached are the proposed updated standing orders.

No changes have been made to orders in bold that are legislation. The reference appearing on this report refers to the reference of the standing order in the current standing orders (not these proposed orders). Amendments have been made to the notation of the standing order to keep these uniform throughout. References to he/she or any other gender specifics have been amended to they/them

Changes (reference is based on existing standing orders reference)

Added contents.

1.b - removed as not something WTC does.

1.c - removed as not something WTC does

1.e- Removed as not something WTC does

1.g (b) -removed as not something WTC does

1.k (b) and (c) and (d) - Amended from if the chairman feels the item has been sufficiently discussed to the item will be voted on once seconded. Removes movers right to of reply.

1n - Removed as not something WTC does

2. e Added the Chairman may alter the order of items to facilitate public participation.

2. g Added debate may be scheduled for a subsequent meeting.

2.h removed person to stand when speaking

4 – amended to move declarations of interest to after apologies.

4.b – amended to be receive reports from actions of last meeting.

4. d – amended language.

5. f – Shortened removed council needing to decide for committees on - number of meetings, terms of office, place, notice requirements and quorum, public participation, press attendance.

6 f – Removed limit of term for chairman

6 g – Removed limit of term for vice-chairman

8 a – Amended no of councillors required to give notice from 8 to 5

13 e – Removed Bold as this only applies to councils with less than £25k income or expenditure. Time frame amended from 1 month to two working days (this mean in the cases of the chairman wanting to see minutes before they are published that they need to ensure that minutes are checked promptly).

14 b - Language.

14c – Language

14 d – added VAOI details

15 a – amended to confidential as per the monitoring officer

15 b – Language

15 c – amended to proper officer not council and removed investigate.

Added Appendix.

Members to decide on acceptance of new standing orders.



WALMER TOWN COUNCIL

Standing Orders

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26. Restrictions on Councillor activities
27. Standing Orders generally

Appendix – Terms of Reference for committees/Sub-committees and policy review

1. Rules of debate at meetings

a Motions must be submitted in writing (see Section 10).

b Content and length of speeches

(a) A member must direct their speech to the question under discussion or to a personal explanation.

(b) A member must not speak for more than three minutes except for the proposer of the motion who may have an additional two minutes to sum up at the end of the debate.

c Amendments to motions

(a) An amendment to a motion must be relevant to the motion and will either be:

(i) to refer the matter to an appropriate body or individual for consideration or reconsideration

(ii) to leave out words

(iii) to leave out words and insert or add others

(iv) to insert or add words

provided the effect of (ii) to (iv) does not negate or displace the motion.

(b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.

(c) If an amendment is not carried, other amendments to the original motion may be moved.

(d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

(e) After an amendment has been carried, the Chairman will read out the amended motion before accepting any further amendments or, if there are none, putting it to the vote.

d Alteration of motion

(a) A member may alter a motion of which they have given notice with the consent of the meeting. The meeting's consent will be signified without discussion.

(b) A member may alter a motion which they have moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.

(b) Only alterations which could be made as an amendment may be made.

e Withdrawal of motion

A member may withdraw a motion which they have moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it, unless permission is refused.

f Right of reply

(a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.

(b) The mover of an amendment has no right of reply to the debate on their amendment.

g Motions which may be moved during debate (see Section 11)

When a motion is under debate, no other motion may be moved except the following procedural motions:

(a) to withdraw a motion

(b) to amend a motion

(c) to proceed to the next business (without a vote on the motion)

(d) that the question be now put (to the vote without further debate)

(e) to adjourn a debate

(f) to adjourn a meeting

(g) on the expiration of hours since the meeting started "that the Council do proceed with the business remaining on the agenda"

(h) to exclude the public and press in accordance with the Access to Information Rules

(i) to not hear further a member named under Rule 2.a or to exclude them from the meeting under Rule 2.a.

h Closure motions (to facilitate the progress of debate)

(a) A member may move, without comment, the following motions at the end of a speech of another member:

(i) to proceed to the next business

(ii) that the question be now put

(iii) to adjourn a debate

(iv) to adjourn a meeting.

(b) If a motion to proceed to next business is seconded the Chairman will put the procedural motion to the vote (i.e. whether to move on without voting on the motion under discussion).

(c) If a motion that the question be now put is seconded the Chairman will put the procedural motion (to conclude the debate) to the vote. If it is passed the Chairman will put the motion already discussed to the vote.

(d) If a motion to adjourn the debate or to adjourn the meeting is seconded the Chairman will put the procedural motion (to adjourn) to the vote, without giving the mover of the original motion under discussion the right of reply.

I Chairman's Action

The Chairman may at any time upon being satisfied that any motion has been fully debated by the Council, require that "the vote be now taken", but before the vote is taken the proposer of an original motion will be entitled to exercise their right of reply.




j Point of order





A member may raise a point of order at any time. The Chairman will hear them immediately. A point of order may only relate to an alleged breach of these Council Standing Orders or the law. The member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Chairman on the matter will be final.

2. Disorderly conduct at meetings

- a** No person may obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting will request such person(s) to moderate or improve their conduct.
If a person disregards the request of the Chairman to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard, or be excluded from the meeting. The motion, if seconded, will be put to the vote without discussion.
- b** If a resolution made under standing order 2(a) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.






3. Meetings generally

-  Full Council meetings
-  Committee meetings
-  Sub-committee meetings

-  **a Meetings will not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
-  **b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
-  **c The minimum three clear days' notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
-  **d Meetings will be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or for other special reasons. The public's exclusion from**

part or all of a meeting will follow a resolution which will give clear reasons for the public's exclusion.

- e At the invitation of the Chairman, residents of Walmer may make representations, ask and answer questions and give evidence at a meeting which they are entitled to attend. The Chairman may, at their discretion, amend the order of the published Agenda to facilitate contributions from the members of the public.
- f The period of time designated for public participation at a meeting, in accordance with standing order 3(e) above, will not exceed 15 minutes unless directed by the Chairman of the meeting.
- g In accordance with standing order 3(e) above, if a full response is not possible within the time allowed, the Chairman of the meeting may direct that a written or oral response be given, or that a debate be scheduled for a subsequent meeting.
- h A person will raise their hand when requesting to speak.
- i A person who speaks at a meeting will direct their comments to the Chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting will direct the order of speaking.
- k **Subject to standing order 3(l), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording, or use any other means (including oral or written commentary) for enabling access (contemporaneous or otherwise) to the meeting proceedings for those not present.**
- l **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m **The press will be provided with reasonable facilities to make a report of any part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if any).**
- o **The Chairman, if present, will preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, will preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting will preside at the meeting.**

-  p **Subject to a meeting being quorate, all questions at a meeting will be decided by a majority of the Councillors with voting rights present and voting.**
-  q **The Chairman of a meeting may give an original vote on any matter put to the vote and, in the case of an equality of votes, will exercise their casting vote whether or not they gave an original vote.**
See standing orders 6(h) and (i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.
- r **Voting on a question will be by a show of hands or, if at least two members so request, by signed ballot. At the request of a Councillor, the voting on any question will be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request will be made before moving on to the next item of business on the agenda.**
- s The minutes of a meeting will include an accurate record of the following:
- i. the time and place of the meeting
 - ii. the names of Councillors present and apologies for absence received
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights (DPI or OSI or VAOI)
 - iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights
 - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered
 - vi. if there was a public participation session
 - vii. the resolutions made.
-  t **A Councillor, or a non-Councillor with voting rights, who has a disclosable pecuniary interest (DPI) or another significant interest (OSI) as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
-  u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case will the quorum of a meeting be less than three.**
-  v **If a meeting is or becomes inquorate no business will be transacted and the meeting will be closed. The business on the agenda for the meeting will be adjourned to another meeting.**
- w If a meeting exceeds a period of 2 hours a vote will be taken as to whether to continue or to adjourn the meeting.

4. Order of business

At every meeting, other than the Annual Meeting, if the Chairman and Vice-Chairman are absent the first business will be to appoint a Chairman.

After this, the order of business, unless the Council decides otherwise on the grounds of urgency, will be as follows:

- a Receive any apologies**
- b To receive any declarations of interest**
- c To remind Councillors and members of the public of their responsibilities to others with regard to filming or recording the meeting, in line with the Data Protection Act 1998**
- d To consider the minutes of the previous meeting and approve the signing of the minutes by the person presiding as a correct record**
- e Receive reports on actions agreed at last meeting**
- f To deal with business expressly required by statute to be done**
- g Allow up to 15 minutes discussion with members of the electorate present at the meeting, including any petitions**
- h To receive and consider matters relating to Crime & Community Safety**
- i To receive and consider *written* reports and minutes and matters relating to specific committees**
- j To receive and consider reports from representatives on outside bodies**
- k To receive and consider the report of the clerk on correspondence received**
- l To receive and consider the financial report**
- m To consider resolutions or recommendations from Councillors which have been notified (in writing) to the Clerk**
- n To consider such other communications as the Chairman or Proper Officer may wish to lay before the Council.**

5. Committees and sub-committees

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members will be determined by the committee.**
- b The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- d The Chairman and Vice-Chairman ex officio (by right of office) will be members of every committee unless they signify at the Annual Meeting that they do not wish to serve.**

- e The Chairman of the Council may only chair one committee.
- f The Council may appoint standing committees or other committees as may be necessary and will determine their terms of reference (see appendix). The Chair and Vice-Chair of a committee may be appointed by the Full Council, or Council may delegate this decision to members of the committee. The Council may dissolve committees when they are no longer required.

6. Ordinary Council meetings

- a In an election year, the Annual Meeting of the Council will be held on or within 14 days following the day on which the new Councillors elected take office.
- b In a year which is not an election year, the Annual Meeting of the Council will be held on such day in May as the Council may direct.
- c If no other time is fixed, the Annual Meeting of the Council will take place at 7pm.
- d In addition to the Annual Meeting of the Council, at least three other ordinary meetings will be held in each year on such dates and times as the Council directs.
- e The first business conducted at the Annual Meeting of the Council will be the election of the Chairman and Vice-Chairman (if any) of the Council.
- f The Chairman of the Council, unless they have resigned or become disqualified, will continue in office and preside at the Annual Meeting until their successor is elected at the next Annual Meeting of the Council.
- g The Vice-Chairman of the Council, if any, unless they have resigned or become disqualified, will hold office until immediately after the election of the Chairman of the Council at the next Annual Meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, they will preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council will not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, they will preside at the meeting until a new Chairman of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the Annual Meeting, the business of the Annual Meeting will include:

- i. **In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms, unless the Council resolves for them to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their acceptance of office form, unless the Council resolves for this to be done at a later date**
- ii. confirmation of the accuracy of the minutes of the last meeting of the Council
- iii. receipt of the minutes of the last meeting of a committee
- iv. consideration of the recommendations made by a committee
- v. review of delegation arrangements to committees, sub-committees, staff and other local authorities
- vi. appointment of members to existing committees
- vii. appointment of any new committees in accordance with standing order 4 above
- viii. review of representation on or work with external bodies and arrangements for reporting back
- ix. in an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future
- x. confirmation of arrangements for insurance cover in respect of all insurable risks
- xi. review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 12, 21 and 22)
- xii. review of the Council's policy for dealing with the press/media.

7. Extraordinary meetings of the Council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**
- c The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the Chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

8. Previous resolutions

- a A resolution will not be reversed within six months except either by a special motion, which requires written notice by at least five Councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 8(a) above has been disposed of, no similar motion may be moved within a further six months.

9. Voting on appointments

- a Where more than two people have been nominated for a position to be filled by the Council and none of those has received an absolute majority of votes in their favour, the name of the person having the least number of votes will be struck off the list and a fresh vote taken. This process will continue until a majority of votes is given in favour of one person. A tie in votes will be settled by the casting vote exercisable by the Chairman of the meeting.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion will relate to the responsibilities of the meeting which it is tabled for and in any event will relate to the performance of the Council's statutory functions, powers and obligations, or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 6 working days before the meeting. Working days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) above is not clear in meaning, the motion will be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood by the Proper Officer at least 6 working days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer will consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion will be included in the agenda or rejected.
- f Subject to standing order 10(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda will be final.
- g Motions received will be recorded and numbered in the order that they are received.
- h Motions rejected will be recorded by the Proper Officer, with an explanation for their rejection.

11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting
 - ii. to move to a vote

- iii. to defer consideration of a motion
- iv. to refer a motion to a particular committee or sub-committee
- v. to appoint a person to preside at a meeting
- vi. to change the order of business on the agenda
- vii. to proceed to the next business on the agenda
- viii. to require a written report
- ix. to appoint a committee or sub-committee and their members
- x. to extend the time limits for speaking
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest
- xii. to not hear further from a Councillor or a member of the public
- xiii. to exclude a Councillor or member of the public for disorderly conduct
- xiv. to temporarily suspend the meeting
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements)
- xvi. to adjourn the meeting
- xvii. to close a meeting.

12 Management of information

See also standing order 21.

- a **The Council will have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements will include deciding who has access to personal data and encryption of personal data.**
- b **The Council will have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy will confirm the period for which information (including personal data) will be retained, or if this is not possible, the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting will not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents will not disclose confidential information or personal data without legal justification.**

13 Draft minutes

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda for the meeting at which they are due to be approved, they will be taken as read.
- b There will be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes will be moved in accordance with standing order 11(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, will be confirmed by

resolution and will be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they will sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of their meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e The Council will publish draft minutes on a website which is publicly accessible and free of charge not later than two working days after the meeting has taken place, except in exceptional circumstances.
- f Subject to the publication of draft minutes in accordance with standing order 13(e) and standing order 21 and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist will be destroyed.

14. Code of Conduct and dispensations

See also standing order 3(t) above.

- a All Councillors and non-Councillors with voting rights will observe the Code of Conduct adopted by the Council (see Kent Code of Conduct for Members).
- b Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights will withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered that matter.
- c Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights will withdraw from a meeting when it is considering a matter in which they have another significant interest (OSI), if so required by the Council's Code of Conduct. They may return to the meeting after it has considered that matter.
- d A Councillor may also, in the interests of transparency, declare a voluntary announcement of other interests (VAOI). Provided this does not constitute a pecuniary or significant interest, the Councillor may remain in the meeting for the debate and vote.
- e **Dispensation requests will be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- f A decision as to whether to grant a dispensation will be made by the Proper Officer and that decision is final.
- g A dispensation request will confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought
 - iv. an explanation as to why the dispensation is sought.
- h** Subject to standing orders 14(e) and 14(g) above, dispensations requests will be considered by the Proper Officer before the meeting.
- i** **A dispensation may be granted in accordance with standing order 14(f) above if having regard to all relevant circumstances the following applies:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area**
 - iii. **it is otherwise appropriate to grant a dispensation.**

15. Code of conduct complaints

- a** Upon notification by the District Council or County Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer will keep the matter confidential (with the exception of 15 (b)).
- b** Where the notification in standing order 15(a) above relates to a complaint made by the Proper Officer or another staff member, the Proper Officer will notify the Chairman of Council of this fact. The Chairman will nominate another staff member to assume the duties of the Proper Officer (or other staff member), in relation to the complaint, until the outcome has been determined. Following the ruling by the Monitoring Officer, the Council will agree what action, if any, to take in accordance with standing order 15(d) below.
- c** The Proper Officer (or their deputy) may provide information or evidence where such disclosure is necessary to progress an investigation of the complaint, or is required by law.
- d** **Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council will consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

16. The Proper Officer

- a** The Proper Officer will be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b** The Proper Officer will:
 - i. **at least three clear days before a meeting of the Council, a Committee or a sub-committee serve on Councillors, by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons**

confirming the time, place and the agenda (provided the Councillor has consented to service by email)

- ii. **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)**

See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3(c) above for a meeting of a committee

- iii. subject to standing order 10 above, include on the agenda all motions received, unless a Councillor has given written notice at least 5 working days before the meeting confirming their withdrawal of a motion
- iv. **convene a meeting of Full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office**
- v. **facilitate inspection of the minutes by local government electors**
- vi. **receive and retain copies of byelaws made by other local authorities**
- vii. retain acceptance of office forms from Councillors
- viii. retain a copy of every Councillor's register of interests
- ix. assist with responding to requests made under freedom of information legislation and rights under data protection legislation, in accordance with the Council's relevant policies and procedures
- x. liaise, as appropriate with the Council's Data Protection Officer, should one be appointed
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary
- xii. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form, subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980.)
- xiii. arrange for legal deeds to be executed (*see also standing order 24 below*)
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations
- xv. record every planning application notified to the Council and the Council's response to the local planning authority
- xvi. refer planning applications received by the Council to the Chairman, or in their absence Vice-Chairman, of the Planning Committee within two working days of receipt, to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee
- xvii. manage access to information about the Council via the Publication Scheme.

17. Responsible Financial Officer

The Council will appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. Accounts and accounting statements

- a "Proper practices" in Standing Orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide.

- b All payments by the Council will be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer will supply to each Councillor at each Council meeting a statement to summarise:
 - i. the Council's receipts and payments for that month
 - ii. the Council's aggregate receipts and payments for the year to date
 - iii. the balances held at the end of the month being reported
 - iv. a comparison with the budget for the financial year, and previous year, highlighting any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer will provide:
 - i. each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date, for information
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year end accounting statements will be prepared in accordance with proper practices and applying the form of accounts determined by the level of spend (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual return will be presented to each Councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, will be presented to Council for consideration and formal approval before 30 June.

19. Financial controls and procurement

- a The Council will consider and approve financial regulations drawn up by the Responsible Financial Officer, which will include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls
 - ii. the assessment and management of financial risks faced by the Council
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which will be required at least annually
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations will be reviewed regularly, and at least annually, for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 (excluding VAT) but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for

contracts for the supply of goods, materials, services or the execution of works will include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works will be drawn up
 - ii. an invitation to tender will be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process
 - iii. the invitation to tender will be advertised locally in any manner that is appropriate
 - iv. tenders are to be submitted in writing to the Proper Officer and a nominated councillor
 - v. tenders are to be reported to and considered by the Full Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £214,904 for a public service or supply contract, or in excess of £5,372,609 for a public works contract, will comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website.**

20. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Human Resources committee is subject to standing order 12 above.
- b Any person responsible for all or part of the management of staff will treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- c The Council will keep all written records relating to employees secure. All paper records will be secured and locked and electronic records will be password protected and encrypted.
- d All matters relating to staff are to be dealt with by the Human Resources committee which will make recommendations for consideration by the Council.

21. Responsibilities to provide information

See also standing order 22.

In accordance with freedom of information legislation, the Council will publish information in accordance with its publication scheme and respond to requests for information held by the Council.

22. Responsibilities under data protection legislation

(Below is not an exclusive list).

See also standing order 12.

- a **The Council may appoint a Data Protection Officer.**
- b **The Council will have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council will have a written policy in place for responding to and managing a personal data breach.**
- d **The Council will keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council will ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council will maintain a written record of its processing activities.**

23. Relations with the press/media

Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff will be handled in accordance with the Council's policy in respect of dealing with the press and/or other media (see Media/Communication Policy).

24. Execution and sealing of legal deeds

See also Standing Orders 16(b)(xiii).

- a A legal deed will not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 24 a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer will witness their signatures.**

25. Communicating with District and County Councillors

- a An invitation to attend a meeting of the Council will be sent, together with the agenda, to the ward Councillor(s) of the County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District or County Council will be sent to the ward Councillors representing the area of the Council.

26. Restrictions on Councillor activities

No member of the Council or of any committee or sub-committee will in the name of or on behalf of the Council:

- i. Inspect any lands or premises which the Council has a right or duty to inspect unless authorised to do so by the Council or the relevant committee or sub-committee
- ii. Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee.

27. Standing Orders generally

- a** All or part of a Standing Order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b** A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, may be proposed by a special motion. The written notice by at least five Councillors is to be given to the Proper Officer in accordance with standing order 10 above.
- c** The Proper Officer will provide a copy of the Council's Standing Orders to a Councillor as soon as possible after they have delivered their Acceptance of Office form.
- d** The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting will be final.

Appendix

Terms of reference for committees, sub-committees and working groups will reflect the scope and purpose of the committees, sub-committees or working groups and should be reviewed annually following the Annual Meeting. Any changes will be decided by Full Council unless this power is delegated to the relevant committee.

Council policies should be reviewed at timely intervals.

Standing orders will be reviewed annually to accord with national, county, district or parish changes and to ensure they are clear and easy to understand.



Item: Twinning policy.
 Date: 25/06/24.
 Meeting: July Full Council.
 From: Roland Aldred.

We have received a request to consider twinning with Colougne, a small town outside of Calais with a population of approximately 6,000 residents.

What is twinning?

A twinning is the coming together of two communities seeking, in this way, to take action with a European perspective and with the aim of facing their problems and developing between themselves closer and closer ties of friendship.

Twinning developed after the Second World War, when there was a movement to promote friendship and understanding and avert the dangers of hostility between countries. Twinning has spread rapidly, especially in Europe, and has helped to promote European integration.

A key part of twinning is getting the community involved local clubs, without local buy in the benefits are negligible. Local organisations such as sports clubs being involved

What are the benefits of twinning?

The main benefits of twinning are bringing two communities together. This can be done through events, sporting matches and sharing of information. Schools can run exchange programs and similar programs of hosting adult can be undertaken.

Are there any costs to twinning?

There are no laid-out requirements for Town Twinning so the answer is to an extent that cost would be based upon what agreements are made between the two Towns. However, there would be little point twinning with another town and not promoting this. Usual costs come from events (this will usually include an initial celebration of the twinning and further often incurs cost of visiting or being visited the twin town) and initially additional signage announcing the twinning. These costs are often raised by a twinning association, set up by local volunteers.

Grants may be available for some of the costs.

What is the process for twinning?

At present the national association are in the process of developing a new website and are asking that people come back once this has been completed.

In terms of the process an agreement between both parties will need to be reached and an oath signed by both parties.

Twinning.org defines 10 keys to successful twinning

1st Key: Find the right partner(s)

2nd Key: Involve the citizens and the whole community

3rd Key: Include a European dimension

4th Key: Define common objectives

5th Key: Create a support structure

6th Key: Work with schools and young people

7th Key: Address the major issues of our day

8th Key: Plan a sustainable relationship

9th Key: Look to the future and build the basis for new exchanges

10th Key: Develop a budget and look after the finances

Members to decide on whether they wish to set a policy for future requests and a response to the request from Colougne.



I would like to introduce myself, my name is Reynald POVSIC, Deputy Mayor of Coulogne. I am honoured to address you today. First of all, thank you for your welcome, thank you for welcoming me to your home at the Walmer club and thank you to the Coulogne club for kindly offering me to accompany them.

I did not come alone, I came with my son Adriano to meet you.

When I came to live in Coulogne three years ago, Alexandre told me about this English club with whom he had created a very nice partnership.

I see today that you have managed to create more than a partnership, you have created a strong bond of friendship and I am proud and happy to experience this with you today.

Reflecting on your bond of friendship, I would like to take our ties further.

I have also come to propose to your city a twinning that would further strengthen our bonds of friendship.

We believe that this partnership would be mutually beneficial for our two communities. We propose to get involved in the fields of sport, education and culture.

We believe that these fields are essential to create close and respectful ties between our two cities.

In the field of sport, we could organize friendly competitions between our local teams, as well as exchanges of young athletes.

In the field of education, we could establish partnerships between our schools to allow our students to discover new cultures and new perspectives.

In the field of culture, we could organize joint festivals and exhibitions, to celebrate our traditions and heritage.

We believe that this twinning would be an excellent opportunity to strengthen the ties between our two cities and to create a lasting and sincere friendship.

We hope that you will agree with our proposal and that we can start working together soon. Thank you for your attention.



Item: Dual Monitor Report

Date: 25th June 2024

Meeting: Full Council

From: Admin Clerk

The increase in workflow for the members of staff in the council offices has led to several issues with the use of a single monitor, it has been found that staff have had some trouble working with multiple programs at the same time for their tasks.

To remedy this the purchase of a second monitor would be the best solution, this will not only give officers redundancy in case of a monitor failure; but will also allow for faster and more accurate work on larger or more complex tasks. This includes graphics work, spreadsheets and financial input into the system.

A reduction in printing and paper usage will also be seen as there will be no need for printing document to view/read while creating new documents as both can be displayed in front of you.

Each monitor would be around the same size as the current one, this allows for a continuity of each person's work without the need to constantly change setting, sizes and colours that a smaller monitor may require. Below I have put together a selection of four monitors to consider, several from online retailers and one quote from a local company.

Each will include the power lead and necessary connections leads for the monitor and base station.

Dell E2423HN	£87.41 (Each)	24 Inch	Amazon
Dell Ultrasharp U2312HM	£54.99 (Each)	23 Inch	Amazon
Dahua	£197.48 (For 3) Ex VAT	23.8 Inch	Prism Tech Quote
Lenovo D24-40	£79.99 (Each)	23.8 Inch	Curry's

Further costing of extension cables at a total cost of approximately £10 for all three will be required.

Members to decide on purchase of three (3) computer monitors for use by council officers.