



WALMER TOWN COUNCIL

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

Tel: 01304 362363

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

Dated 1st May 2025

To All Councillors

You are hereby summoned to attend the ANNUAL COUNCIL MEETING of WALMER TOWN COUNCIL to be held on Wednesday 7th May 2025 at Walmer Parish Hall, Dover Road Walmer. At 7.30pm.

**Roland Aldred
Town Clerk**

AGENDA

- 1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2025/26 AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE AS CHAIRMAN.**
- 2. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2025/26.**
- 3. APOLOGIES FOR ABSENCE.**
- 4. DECLARATIONS OF INTEREST.**
To receive any declarations of interest from Members in respect of business to be transacted on the agenda. Attach 1
- 5. OPENNESS AND TRANSPARENCY**
To remind those present of the following: -
The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person

or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

6. APPOINTMENT OF COMMITTEES, SUB COMMITTEES & REPRESENTATIVES

To consider the allocations of the Cttees and working groups

Attach 2

A) Committees

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

B) Council Working Groups

- i) Appointment of Councillors to the Climate Emergency Working Group
- ii) Appointment of Councillors to the Outdoor Gym Working Group

C) Parish Council Representatives on outside Bodies

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

7. CHAIRMAN'S REPORT

8. MINUTES

To approve the minutes of the Council meeting held on Wednesday, 2nd April 2025.

Attach 3

9. REPORT ON ACTIONS FROM LAST MEETING

To receive a report on the actions from the last meeting.

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

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

11. CRIME AND ANTI SOCIAL BEHAVIOUR REPORTS

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

12. COMMITTEE REPORTS + MINUTES

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

- a) Amenities + Environment – minutes from Feb 26, 2025.
- b) Finance + General Purposes – No minutes to report.
- c) Walmer in Bloom – No minutes to report.
- d) Events –Minutes from Mar 25, 2025.
- e) Planning – minutes from Mar 11, 2025.
- f) Climate Emergency Working Group – minutes from Feb 6 2025.

Attach 4

Attach 5

Attach 6

Attach 7

- ii. To receive any comments about the draft minutes on Walmer Town Council's website.
The following draft minutes are available on the website.
- a) Amenities + Environment – minutes from Apr 23, 2025.
- b) Events – minutes from Apr 22, 2025
- c) Planning – minutes from Apr 8, 2025.
- d) Climate Emergency Working Group – minutes from Mar 27, 2025.

13. REPORT OF THE CLERK

To receive a report from the Clerk on matters received.

14. FINANCIAL REPORT

To note

- i. Bank balances April 2025.
- ii. Monthly Finance report.

Attach 8

15. INVITATIONS & EVENTS

Invites have been received to:

The Royal Marines Bands Service Memorial Garden plaque hanging – 13/5/25.

VE Day 80th A Ceremony of Remembrance & Wreath Laying – 8/5/25.

VE Day 80th Anniversary Commemoration – 3/5/25.

Royal Marines Memorial Concert – 6/7/25.

16. MEDIA/COMMUNICATION POLICY

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

Attach 9

17. COUNCIL RISK MANAGEMENT

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

Attach 10

18. FINANCIAL REGULATIONS

To review and receive recommendations for amendments to Financial Regulations.

Attach 11

19. STANDING ORDERS

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

Attach 12

20. 20 IS PLENTY

To receive a written report from Cllr Grist on a proposal to support a local group lobbying for a 20mph zone on Dover Road in Upper Walmer.

Attach 13

21. GRANT APPLICATIONS

Attach 14

To receive recommendations from Finance and General Purposes and decide on grant applications from:

- i. Deal Branch RMA.
- ii. 2235 Deal Squadron Air Cadets.
- iii. Deal Community Carnival Association.

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

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

23. REQUEST FROM RUGBY CLUB FOR USE OF DRILL FIELD FOR EVENT

ENC 1

To decide on request to hold an outdoor cinema event on the Drill Field.

24. PHOTOCOPIER CONTRACT

ENC 2

To receive a proposal for a new photocopier machine and make a decision on this mid contract with existing supplier.

25. HR MATTERS

ENC 3

To receive recommendations from the Human Resources Committee.

26. DATE OF NEXT MEETING

Wednesday 4^h of June at 7.30pm.

Declarations of interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest in the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared an OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which the members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken, on the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interest (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone they should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on matter under consideration

Note to the code:

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

Committee	F&GP	HR	A&E	Planning	WIB	Events
Membership as per terms of reference	6 Members	at least 3	up to 7	at least 6	at least 4	at least 6
	Peter Jull	Trevor Bond	Mike Eddy	James Murray	Louise Ludwig	Tony Grist
	James Murray	Peter Jull	Peter Findley	Mark Simpson	Sarah Waite Gleave	Adrian Friend
	Mark Simpson	Elinor Crockford	Peter Jull	Peter Findley	Paul Ludwig	Mark Simpson
	Paul Ludwig	James Murray	Paul Ludwig	Elinor Crockford	Peter Findley	Louise Ludwig
	Adrian Friend	Diana Richardson	Rick Blackwell	Keith Lee	Elinor Crockford	Diana Richardson
	Keith Lee	Sarah Waite Gleave	Sarah Waite Gleave	Sarah Waite Gleave	Diana Richardson	Elinor Crockford
	Diana Richardson	Paul Ludwig	Keith Lee	Tony Grist		
	Mike Eddy	NEW Louise Ludwig	Diana Richardson	Rick Blackwell		
	Sarah Waite Gleave		Mark Simpson	Trevor Bond	Angela Late	
	Peter Findley		NEW Louise Ludwig		Dawn Bogue	
	NEW Louise Ludwig		NEW Mark Knott			
voting Members	10	7	10	9	6	6

CEWG	Outdoor Gym WG	Police Liaison	KALC	Bank Signatories
at least 3	3	1	1	3 Non voting members
Sarah Waite Gleave	Paul Ludwig	Elinor Crockford	Sarah Waite Gleave	James Murray
Rick Blackwell	Diana Richardson		James Murray	Peter Jull
Mike Eddy	Louise Ludwig			Mark Simpson
OFF Louise Ludwig				Trevor Bond
Peter Findley				Louise Ludwig
				Mike Eddy
Sarah Fisher	5	3	1	3

Clir L Ludwig has asked to be removed from CEWG and be added to HR, F&GP and A&E
Mark Knott recommendation from A&E to be added as a non voting member representing the Speaking up Group



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DRAFT Minutes of the Meeting of Walmer Town Council held on Wednesday 2nd April 2025 – 7.30 pm at Walmer Parish Hall, Dover Road, Walmer.

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

Officer Present: Roland Aldred, Town Clerk

594. APOLOGIES FOR ABSENCE

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

595. DECLARATIONS OF INTEREST

No declarations were made.

596. OPENNESS AND TRANSPARENCY

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

597. CHAIRMAN'S REPORT

Cllr Bond reported:

- i. He has raised the issue of roadworks with KCC as both main routes out of the Town have major works going on. KCC are aware of the issue but as the work is by utility companies the current legislation allows them to schedule these at the same time.
- ii. That he had discussed the results of the Seawater testing with local groups currently there are difficulties in getting the environment agency to return to do more testing before the summer.

598. MINUTES

Members received the minutes of the Council meeting held on Wednesday, 5th March 2025.

RESOLVED: That the minutes be approved and signed.

Proposed by Cllr Friend

Seconded by Cllr Eddy

For 11

Against 0

Abstain 0

599. REPORT ON ACTIONS FROM THE LAST MEETING

No reports were provided.

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

- i. No questions were posed from members of the public present.
- ii. No reports were provided by KCC or DDC members.

601. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

Cllr L Ludwig reported that additional foot patrols had been taking place in the area and in one instance had been able to catch suspects in the act of vandalism. Kent Police are putting together a CCTV register.

602. COMMITTEE REPORTS AND MINUTES

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

- a. Amenities & Environment – no minutes to report.
- b. Finance & General Purposes – No minutes to report.
- c. Walmer in Bloom - Minutes from February 18th, 2025.
- d. Events Committee – minutes from January 28th, 2025.
- e. Planning Committee – minutes from February 11th, 2025.
- f. Climate Emergency Working Group — minutes from November 14, 2024.

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

Proposed Cllr Friend

Seconded Cllr Eddy

For 11

Against 0

Abstain 0

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

- a. Events from the meeting held March 25th, 2025
- b. Planning Committee from the meeting held March 11th, 2025.
- c. Climate Emergency Working Group from the meeting held February 6th, 2025.

RESOLVED – To note

Proposed Cllr Eddy

Seconded Cllr Friend

For 11

Against 0

Abstain 0

603. REPORT OF THE CLERK

The Clerk reported:

- i. As agreed at the Amenities and Environment Committee the MUGA is now locked and closed.
- ii. Harvey Rudd has left his position as the Dover District Council Monitoring Officer and been replaced by Beverley Dempster. Harvey will continue as the Council Solicitor until 01/07/25.
- iii. The "What's on Walmer Green" poster and leaflet are going through final checks and will be available to residents soon
- iv. That he met with Deal Radio who run drop in sessions that will be of use in advertising what the council is doing.
- v. Along with Cllr Eddy, he attended a parking strategy meeting with Dover District Council. The slides from the meeting will be shared once received and next stage

will be to produce a draft strategy to go in front of the Cabinet. There were no specifics and no mention of charges being brought to Borrow Pit car park.

RESOLVED – To note

Proposed – Cllr Friend

Seconded – Cllr Eddy

For 11

Against 0

Abstain 0

604. FINANCIAL REPORT

i. Bank Balances

Bank Balances as at 23/03/25

Charity Bank	£100,000.00
Redwood bank	£100,000.00
Unity Trust current	£29,267.38
Unity Trust Deposit	£55,600.14
Total	£284,867.52

ii. Monthly Finance report

Members received the March 2025 monthly financial report.

Financial update for month of March 2025					
Balance at start of month	£	294,598.08			
Payments	Who	For	Amount	Receipts	Who
British Gas		Utilities Bill	£108.57	Allotment Holders	Allotment Deposits, Rent and Insurance
Vision ICT		Website Hosting	£210.00	KCC Payment Account	Share of EV Charge Point
South East In Bloom		Entry into South East In Bloom Competition	£60.00	Deal and Betteshanger Rugby Club	Rent for playing field
Mr D Halpin		Window Cleaning	£12.00	Charity Donations	Donations from Events
Apex Clean		Office Cleaning	£160.00	Unity Bank	Credit Interest
Staff		Staff	£5,317.99		
KCC LGPS		Pensions	2,148.30		
Business Stream		Utilities Bills	£246.33		
Walmer Churches		Hire of Meeting Room	£48.75		
Mitec		Telecoms	£135.00		
Kent Collier Services		Photocopier charge	£224.59		
JW Plant & Co		VE Day Flags	£28.99		
Boston Bulbs		Bluebell Bulbs for Walmer Peace Gardens	£40.99		
Gazen Salts Nature Reserve		Hire of mower and trailer	£260.00		
Viking		Stationary	£64.68		
Lloyds Bank		Bank Charges	£3.00		
Dover District Council		Refund for hire of Walmer Green	£288.11		
HMRC		Tax and NI Payments	£1,489.40		
Dover District Council		Contribution for Marke Wood Trees	£2,000.00		
Expense Claims		Staff Travel and tool repairs	£100.00		
Marke Wood Gardeners		Payment of Green Grant	£304.85		
Walmer and Deal Action for Swifts		Payment of Green Grant	£473.79		
Ramsgate Glass		Repair of notice board window	£131.00		
Councillors		Allowances	£5,130.00		
Edgie IT		AdvantEDGE 5 year contract	£1,945.92		
Unity Bank		Bank Charges	£10.20		
Total			£19,775.15	Total	£4,489.91
Balance at end of month			£279,312.84		
This month spend			-£15,285.24	Last year	-£11,480.33
% of yrs precept for month			6.13%	% of precept for month	4.67%
Total net spend YTD			-£217,563.53	Total spent LYTD	-£193,691.18
% of precept YTD			87.31%	% of precept LYTD	78.70%

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

Proposed Cllr Friend

Seconded Cllr Eddy

For 11

Against 0

Abstain 0

605. PHONE BOX ON THE ISLAND OF THE STRAND/THE BEACH/CANADA ROAD

Members received a written report from the Clerk regarding the red telephone box on the triangle of land near The Beach. Members discussed the viability and potential uses of the phone box were they to decide the Council should adopt the telephone box.

RESOLVED – To not push forward and adopt the telephone box.

Proposed – Cllr Findley

Seconded – Cllr Friend

For 8

Against 2

Abstain 1

606. OUTDOOR GYM

Members received a verbal update on the progress of the outdoor gym. Meetings have been taking place with DDC's Community Development Officer and further community input will be received via a survey going out. The licence is currently with DDC and we are awaiting the draft to put in front of members.

607. QUADRENNIAL REVIEW MEMBERS ALLOWANCES

Members received a letter from the East Kent Joint Independent Remuneration Panel, requesting any comments in to the current recommendations.

RESOLVED – To offer no comments.

Proposed – Cllr Friend

Seconded – Cllr Eddy

For 9

Against 2

Abstain 0

608. PARKING ON ACCESS ROAD

Members received a written report from Cllr L Ludwig about the access road to the Drill Field and the issues currently being experienced.

RESOLVED – To investigate the options and costings to stop parking on the opposite side of the road to the charging points.

Proposed – Cllr L Ludwig

Seconded – Cllr Richardson

For 11

Against 0

Abstain 0

RESOLVED – To work with the rugby club and the electricity suppliers to establish a fair and sensible solution to maintaining and paying for the street lighting. Options to be presented to full council for a decision.

Proposed – Cllr L Ludwig

Seconded – Cllr Richardson

For 7

Against 4

Abstain 0

609. EPC CERTIFICATE

Members received a written report from the Clerk stating that the current EPC certificate had expired and were offered quotations for acquiring a new certificate.

RESOLVED – To move forward with obtaining a new EPC certificate at a cost of £210.

Proposed – Cllr Eddy

Seconded – Cllr Waite-Gleave

For 6

Against 4

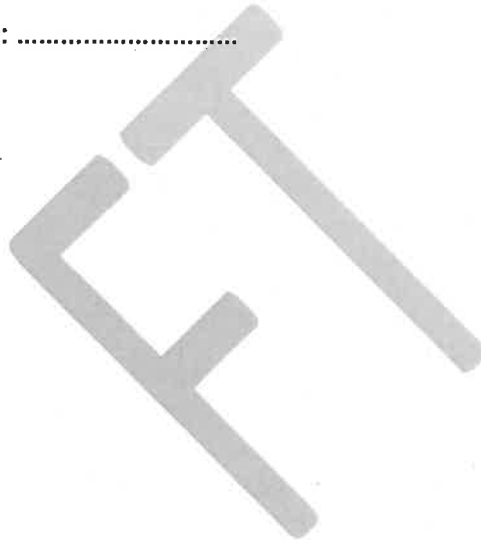
Abstain 1

610. DATE OF NEXT MEETING

7th May 2025

The meeting closed at 20.45 pm.

Signed: Date:



Committee	F&GP	HR	A&E	Planning	WIB	Events
Membership as per terms of reference	6 Members	at least 3	up to 7	at least 6	at least 4	at least 6
	Peter Jull	Trevor Bond	Mike Eddy	James Murray	Louise Ludwig	Tony Grist
	James Murray	Peter Jull	Peter Findley	Mark Simpson (Vice)	Sarah Waite Gleave	Adrian Friend
	Mark Simpson	Elinor Crockford	Peter Jull	Peter Findley	Paul Ludwig	Mark Simpson
	Paul Ludwig	James Murray	Paul Ludwig	Elinor Crockford	Peter Findley	Louise Ludwig
	Adrian Friend	Diana Richardson	Rick Blackwell	Louise Ludwig		Diana Richardson
	Keith Lee	Sarah Waite Gleave	Sarah Waite Gleave	Keith Lee		
	Diana Richardson	NEW Louise Ludwig	Keith Lee	Sarah Waite Gleave		
	Mike Eddy		Diana Richardson	Tony Grist		
	Sarah Waite Gleave		Mark Simpson	Rick Blackwell	Angela Late	
	NEW Louise Ludwig		NEW Louise Ludwig	Trevor Bond	Dawn Bogue	
			NEW Mark Knott			
Total Members	10	7	11	10	8	6

CEWG	Public Engagement	Police Liaison	KALC	Bank Signatories
at least 3	8	1	1	3
Sarah Waite Gleave	Elinor Crockford	Elinor Crockford	Sarah Waite Gleave	James Murray
Rick Blackwell	Diana Richardson			Peter Jull
Mike Eddy	Louise Ludwig			Mark Simpson
Louise Ludwig	Paul Ludwig			Trevor Bond
Peter Findley	Sarah Waite-Gleave			Louise Ludwig
	Adrien Friend			Mike Eddy
	Tony Grist			
	Trevor Bond			
Sarah Fisher				
5	1	1	3	3

Cllr L Ludwig has asked to be removed from CEWG and be added to HR, F&GP and A&E
Mark Knott recommendation from A&E to be added as a non voting member representing the Speaking up Group



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MINUTES

Minutes of the meeting of the Amenity and Environment Committee held on Wednesday 26th February 2025 at 7pm at Elizabeth House, St Marys Road, Walmer.

Present Councillors:

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

Roland Aldred –Town Clerk

533. WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Lee, Simpson and P Ludwig and were accepted.

534. 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.

535. DECLARATIONS OF INTEREST

Cllr S Waite-Gleave declared a OSI in respect of item 544 ii. as a member and signatory for the Marke Wood Gardeners. Cllr P Findley declared a VAOI in respect of item 544 i. as a member of Walmer and Deal Action for Swifts. Cllrs L Ludwig and D Richardson declared a VAOI in respect of item 539 ii b and d as these are in close proximity to their residences. Cllr L Ludwig declared a DPI in respect of item 543 as an allotment holder.

536. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the committee meeting held on Wednesday 4th December 2024.

AGREED

That the minutes are a true record and are approved.

Proposed by Cllr S Waite-Gleave.

Seconded by Cllr Findley.

For 7

Against 0

Abstain 0

537. REPORTS ON MATTERS FROM LAST MEETING

No further reports given.

538. PUBLIC PARTICIPATION

The one member of the public had no questions.

539. HIGHWAYS IMPROVEMENT PLAN

- i. Members received a copy of the current HIP

NOTED

- ii. Members received information on requests made to the Council for consideration to add to the HIP:

- a. Members received a written report on public correspondence in regard to issues with crossing Kingsdown Road near Walmer Castle.

AGREED – To add the issue to the HIP to explore additional signage with KCC to improve safety.

Proposed – Cllr D Richardson

Seconded – Cllr S Waite-Gleave

For 7

Against – 0

Abstain 0

- b. Members received a written report on public correspondence requesting addition lighting from the RNLI station towards Walmer Castle.

AGREED – To not add this to the HIP as neither DDC or KCC are willing to be involved in the scheme and the additional light pollution was unnecessary.

Proposed – Cllr R Blackwell

Seconded – Cllr P Findley

For 7

Against – 0

Abstain 0

- c. Members received a written report on public correspondence about the parking situation on Salisbury Road once the school re-opens.

AGREED – To not add this item to the HIP, the planning application includes provision for parking and pick up/drop off. Dover District Council have already advised that they would not consider a residents parking scheme in this area.

Proposed – Cllr D Richardson

Seconded – Cllr M Eddy

For 7

Against – 0

Abstain 0

- d. Members received a written report on public correspondence requesting a disabled space be included on the triangle part of the Road on The Beach opposite Canada Road.

AGREED – To not add this item to the HIP, Disabled spaces may be required in this area in the future, these may be more appropriate to be in the marked spaces on the seaside of the road on The Strand.

Proposed – Cllr L Ludwig

Seconded – Cllr D Richardson

For 6

Against – 1

Abstain 0

- e. Members received a written report on public correspondence about speeding on Dover Road in Upper Walmer and the idea of a 20mph zone.
AGREED – To add this item to the HIP, members requested that the Clerk make contact with DDC to request speed strips be placed in the road near Thompson Close to review average speeds.

Proposed – Cllr M Eddy

Seconded – Cllr S Waite-Gleave

For 6 Against – 1 Abstain 0

- f. Members received a written report on public correspondence on parking issues on James Hall Gardens.

AGREED – To not add this item to the HIP, there are significant parking issues in the area already and adding double yellow lines will not fix this issue. The cars parked on both sides acts as a speed reducing measure on the road which has a benefit with the school at the other end.

Proposed – Cllr R Blackwell

Seconded – Cllr P Jull

For 6 Against – 0 Abstain 1

- iii. Members received a verbal report from the Clerk in relation to the broken lights in the alleyway between Walmer Train Station and Court Road.
- iv. Members requested that an item be placed on the agenda for next meeting in relation to:
- a. James Hall Gardens Green Space parking issues
 - b. The Strand – 20mph zone
 - c. Court Road's undulating surface

540. STONEY PATH

Members received a verbal update on Stoney Path in relation to planting.

541. RUGBY CLUB

Members received a verbal report from Cllr L Ludwig in relation to the Rugby Club and Drill Field. Cllr L Ludwig reported that she had met with the Chairman, Director of Rugby and Director of Finance separately. That there was only minimal usage of the MUGA that could take place in its current form. The rugby club was keen to discuss the lighting of the access road which currently they pay for the electricity as previously a loose agreement had been made with Walmer Town Council about repaying this. The breast screening unit will be set up in the car park of the Rugby Club, the club may need some assistance ensuring that the access road is sufficiently clear to allow the unit access. The Club have not yet cut back the hedges.

AGREED – To ask the Clerk to investigate regarding the lighting.

Proposed – Cllr L Ludwig

Seconded – Cllr D Richardson

For 7 Against 0 Abstain 0

AGREED – To not re-open the MUGA in April. Keys will be asked to be returned from Monitor, and a copy will be passed to the Rugby Club to use if they wish. They will need to ensure that they have full insurance to cover this and will need to pay for any inspections required as part of that insurance.

Proposed – Cllr L Ludwig

Seconded – Cllr R Blackwell

For 6 Against 1 Abstain 0

542. WALMER STATION

Members received correspondence from a member of the public in relation to the facilities and opening times of the station.

Cllr L Ludwig was absent for the vote

AGREED – For the Chairman to write to The Department of Transport, Southeastern and the local Member of Parliament requesting that additional toilet facilities were required at the location, self-cleaning toilets and toilets that are paid for by advertising companies are available.

Proposed – Cllr M Eddy

Seconded – Cllr S Waite-Gleave

For 6 Against 0 Abstain 0

543. WATER TESTING KITS

Members received a written recommendation from the Climate Emergency Working Group about increasing the budget for Water Testing Kits.

AGREED – To recommend to council an increase in the budget to £840.

Proposed – Cllr S Waite-Gleave

Seconded – Cllr R Blackwell

For 5 Against 1 Abstain 1

544. BIODIVERSITY GRANTS

Members received Biodiversity Grant applications from:

Cllr S Waite-Gleave did not vote on these items.

- i. Walmer and Deal Action for Swifts – For the provision of additional swift boxes and leaflets.

AGREED – To recommend to Council a grant of £473.79 be awarded

Proposed – Cllr M Eddy

Seconded – Cllr R Blackwell

For 6 Against 0 Abstain 0

- ii. Marke Wood Gardeners – For plants for Marke Wood.

AGREED To recommend to Council a grant of £304.85 be awarded.

Proposed – Cllr M Eddy

Seconded – Cllr R Blackwell

For 6 Against 0 Abstain 0

543. ALLOTMENT PRICES

Cllr L Ludwig left the room for this item

Members received a written recommendation for setting of prices for Allotments for 2025/26.

AGREED – To accept the recommendation of the officer of 48p per square metre.

Proposed – Cllr D Richardson

Seconded – Cllr P Jull

For 5 Against 0 Abstain 1

The meeting closed at 20.45

544. **DATE OF NEXT MEETING**
April 23, 2025.

.....
Signature

.....
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 Events Committee held on Tuesday 25th March 2025 at No 62 The Strand, Walmer at 5.30pm.

Present: Cllr Tony Grist (Chairman), Cllr Diana Richardson, Cllr Mark Simpson, Cllr Louise Ludwig and Cllr Adrian Friend.

Officer Present: Lynne Simmons – Events Officer.

583. WELCOME AND APOLOGIES FOR ABSENCE.

No apologies were received.

584. DECLARATIONS OF INTEREST.

No interests were declared.

585. OPENNESS AND TRANSPARENCY.

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

586. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Tuesday 28th January 2025.

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

Proposed by: Cllr Friend

Seconded by: Cllr Simpson

For 5 Against 0 Abstain 0

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

None.

588. EVENTS BUDGET.

- i. Members received the budget and current financial position vs the budget for 2024/25.

NOTED.

589. EVENT PLANNING CHILDREN'S FESTIVAL 2025.

- i. Members received an update report on all planning completed to date for the Children's Festival.

The officer reported that Aquanauts Adrift had been in contact with a small list of requirements and have requested a "dressing area in adequate distance from performance area". Cllr Ludwig offered the use of her property given it's proximity to the event. Councillors were grateful and accepted her kind offer.

Urban Displays have asked if they are able to set up a merchandise stand alongside their display.
RESOLVED – A proposal was made to permit those taking part in the Festival to display additional merchandise at the event if they so wish.

Proposed by: Cllr Richardson

Seconded by: Cllr Ludwig

For 5 Against 0 Abstain 0

Deal Pirates have asked for permission to have no obligation donation buckets on display at their gazebo, supporting the Pirate Charity of the year (yet to be confirmed).

RESOLVED – To approve the request, subject to Walmer Town Council's final approval once the Pirate Charity of the year has been selected.

Proposed by: Cllr Simpson

Seconded by: Cllr Grist

For 5 Against 0 Abstain 0

Deal First Responders have requested a table, chairs and a tent to run demonstrations of CPR at the event. Walmer Town Council currently has two coleman shelters, one of which is provided to the face painter for the event, the other is used by Walmer Town Council as a base/ lost and found point.

RESOLVED – A proposal was made to allocate the second Walmer Town Council coleman shelter to Deal First Responders for the event. Alternative solutions will be considered for the Walmer Town Council base.

Proposed by: Cllr Grist

Seconded by: Cllr Ludwig

For 5 Against 0 Abstain 0

The officer gave a verbal update regarding the very positive recent meeting with Deal Radio. They are a not-for-profit organisation and are very keen to be involved with the local community. Their involvement in the event was discussed with the Town Clerk as below.

Before the event:

The station runs drop-in sessions bi-weekly, and they would be happy to have a representative from Walmer Town Council along to talk about the event.

At the event:

They can set up a mobile unit for the whole event, broadcasting live and hold interviews with those attending. They can broadcast with speakers or without (for listeners of the show only) to avoid any conflict/overlap with other ongoing activities.

RESOLVED – To approve the involvement of Deal Radio as suggested. Further discussions to be held with Deal Radio once the event programme has been created, with a view to having some timed announcements during the event – specifics to be confirmed nearer the time.

Proposed by: Cllr Richardson

Seconded by: Cllr Ludwig

For 5 Against 0 Abstain 0

Cllr Ludwig reported that Deal & Betteshanger Rugby Club has expressed interest in attending the Children's Festival with their youth section. Cllr Richardson observed that she has seen "Have-a-go Tag Rugby" sessions used to good effect with primary school aged children.

RESOLVED – To approve the involvement of the Rugby club at the Festival, with Cllr Ludwig to continue to hold ongoing discussions about the event with the club.

Proposed by: Cllr Ludwig

Seconded by: Cllr Friend

For 5 Against 0 Abstain 0

Members reviewed the 2025 Children's Festival Poster Design.

RESOLVED – To approve the poster design.

Proposed – Cllr Friend

Seconded – Cllr Grist

For 5 Against 0 Abstain 0

Members discussed the number and variety of catering vendors confirmed for the Children's Festival. It was observed that ideally it would be nice to have more variety in the offer ie healthy/vegetarian options. It was also mentioned that there are several local traders in the vicinity who offer different options for visitors to the event, as well as a new family picnic area.

RESOLVED – A proposal was made to put out a request via Facebook to advise that we are looking for mobile catering vendors for the event who specialise in healthy or vegetarian offers to see what interest there may be from local mobile traders.

Proposed by: Cllr Richardson

Seconded by: Cllr Friend

For 5 Against 0 Abstain 0

Members discussed the draft site plan and car parking arrangements. It was noted that there will be changes to the draft plan to accommodate additional activities such as Deal Radio and the Rugby club.

RESOLVED – To approve the site plan for submission to DDC, noting that changes will be required prior to submission to DDC.

Proposed by: Cllr Friend

Seconded by: Cllr Simpson

For 5 Against 0 Abstain 0

590. EVENT PLANNING BROCANTE 2025

- i. Members discussed the update report provided by the officer.

The provision of event stewards was discussed, particularly for the car parking provision which is the most resource intensive activity on the day. It was noted that DDC have confirmed there is no requirement for SIA trained staff at the event. Members discussed various options for the provision of a dedicated team of volunteers/ parking attendants with the suggestion that ideally this should be made up of a minimum of two teams of four personnel, covering the event from 8am to 4pm.

The officer was actioned to investigate local organisations who may provide parking attendant services and / or volunteer organisations, and to report back all findings at the next events meeting.
NOTED.

Members discussed the draft site plan and car parking arrangements.

The officer was actioned to prepare two options for car parking including all traffic movement on site, for discussion at the next events meeting.

NOTED.

Cllr Friend left the meeting at 6.45pm.

- ii. Members reviewed the draft communication for the sale of Brocante pitches, the conditions of booking for publication on Eventbrite booking platform and the existing arrangements for Charity pitches.

RESOLVED – To approve the wording of all communication required for the sale of Brocante pitches, to go live on Eventbrite on Friday 4th April @ 9.00am. No changes are to be made to the arrangements for Charity pitches for 2025.

Proposed by: Cllr Richardson

Seconded by: Cllr Ludwig

For 4 Against 0 Abstain 0

591. CHRISTMAS CAROLS AND CLASSICS EVENT 2025

Members discussed different options for an event in 2025.

A concern was raised regarding the requirement to lay protective matting across areas of Walmer Green currently used for the event. Should DDC insist that this is required for 2025, the event will not provide value for money given the impact this will have on the overall cost of the event. It was also observed that there are many other Christmas celebratory events which take place locally during the month of December every year. The officer was tasked with the following actions to support and inform decision making for a Christmas event in 2025 at the next events meeting.

The officer was actioned to investigate matting options and clarify requirements with DDC.

NOTED.

The officer was actioned to investigate the possibility of moving the date to Saturday 13th December 25 as the date provisionally booked is Saturday 20th December 25.

NOTED.

The officer was actioned to contact Deal Music & Arts to see if they would be interested in taking part in a Christmas event in 2025.

NOTED.

Cllr Ludwig left the meeting at 7.02pm.

592. FUTURE/OTHER EVENTS

- i. Volunteers' presentation event.

Cllr Richardson provided an update on the plans for a potential Walmer In Bloom winners' event, anticipated to be for around 30 people. Plans for this event are underway with Walmer Castle and it is thought that this idea or similar could also be explored for a volunteers "thank you" event.

NOTED.

- ii. Discussion future (new) event ideas.

The future opening of the Outdoor Gym on Walmer seafront was put forward as a potential opportunity for a new event.

593. DATE OF NEXT MEETING

Tuesday 22nd April 2025 @ 17.30pm.

The Chairman closed the meeting at 19.15pm.

Signed

Date



WALMER TOWN COUNCIL

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

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

Tel: 01304 362363

Minutes of the meeting of Walmer Town Council Planning Committee held on Tuesday 11th March 2025 at 6.30pm at Elizabeth House, St Mary's Road, Walmer.

Present: Councillors:
 Cllr J Murray (Chair)
 Cllr R Blackwell
 Cllr T Grist
 Cllr S Waite-Gleave

Officers present: John Miles (Administration Officer)

564. APOLOGIES FOR ABSENCE

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

565. DECLARATIONS OF INTEREST

None Submitted

566. OPENNESS AND TRANSPARENCY

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

567. A SHORT GUIDE TO PLANING COMMITTEE RECOMMENDATIONS AND CONDITIONS

Resolved- Noted

568. MINUTES OF THE PREVIOUS MEETING

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

Proposed: Cllr Blackwell

Seconded: Cllr Grist

For:4 Against:0 Abstain: 0

569. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None Received

570. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description
24/01317	272 Dover Road Walmer CT14 7NP	Grant Planning Permission	No Objection	Erection of two storey and first floor rear extensions with alterations to windows and doors

24/01297	120 Dover Road Walmer CT14 7HT	Grant Consent	Objection-Document uploaded to Planning Portal due to length	Re-pollard back to previous pollard points of eight Limes the subject of Tree Preservation Order No. 6 of 2013 (as amended by email from agent dated 13.02.2025).
24/01159	Shoreline House 82 Wellington Parade Walmer CT14 8AB	Grant Planning Permission	No Objection	Erection of a two storey rear extension with external steps, replacement/extended roof with solar panels, balcony with glass balustrade to ground floor west & east elevations, alterations to windows/doors, and new external wall with timber cladding (existing conservatory and ground floor balcony to be demolished)

Objection to 24/01297

**Comment From Walmer Town Council Planning Committee
8th January 2025**

DOV/24/01297- 120 Dover Road, Walmer, CT14 7HT

Re-pollard to a height level with the smallest tree of nine Limes the subject of Tree Preservation Order No. 6 of 2013.

Resolved: Objection- Walmer Town Council strongly opposes the proposed pruning of eight Lime trees at 120 Dover Rd, Walmer [planning application 24/01297] on the following grounds.

- If carried out the proposed work would needlessly reduce the height of the trees to an unacceptable level.
- A reason given for the pruning is that in summer the trees reduce the natural light available to rooms fronting the building.
- According to the approved plans the majority of the rooms on this frontage are bedrooms with one identified as a cinema.
- There are according to the approved plans only two ground floor rooms which may have reduced natural light.
- This appears to make the reason given for the application {that natural light would be improved} pointless and inaccurate because if the building was constructed according to the original plans the remaining trees would still reduce natural light to the ground floor. – not enough grounds to significantly lower the height of eight TPO protected trees at a time of environmental concern.
- Paragraphs 3 4 5 and 6 of the original planning approval notice all stress the importance of the trees to the local environment.

In addition Paragraph 7 of this notice reminds us of the importance placed upon these trees by the DDC Planning Authority.

7. Existing trees, shrubs and hedgerows identified for retention within the development site or existing trees growing on an adjacent site, where excavations, changes to land levels or underground works are within the crown spread, shall be protected in accordance with BS 5837: 2012 using the following protective fence specification:

- Chestnut paling fence 1.2m in height, to BS 1722 part 4, securely mounted on 1.7m x 7cm x 7.5cm timber posts driven firmly into the ground. The fence shall be erected below the outer most limit of the branch spread or at a distance equal to half the height of the tree, whichever is the furthest from the tree, unless otherwise agreed in writing with the Local Planning Authority.

- The protective fencing shall be erected before the works hereby approved or any site clearance work commences, and shall thereafter be maintained until the development has been completed.
- At no time during the site works shall building materials, machinery, waste, chemicals, stored or piled soil, fires or vehicles be allowed within the protective fenced area.
- Nothing shall be attached or fixed to any part of a retained tree and it should not be used as an anchor point.
- There shall be no change in the original soil level, nor trenches excavated within the protective fenced area.

Reason: In the interests of the visual amenities of the area and to adequately integrate the development into the environment.

As part of Walmer Town Councils work to improve the environment and reduce the effects of vehicle emissions along the busy Dover Rd this council has invested significant funds in planting trees along the Dover Rd.

If approved this application would set this work back.

571. PLANNING APPLICATIONS – NEW

- I. **DOV/25/00129- 31 Granville Road, Walmer, Deal, Kent**
 Re-pollard back to previous pruning points of two White Poplars the subject of Tree Preservation Order No 1 of 1959.
Resolved: No Objection
Proposed: Cllr Grist
Seconded: Cllr Waite-Gleave
 For: 4 Against: 0 Abstain: 0

- II. **DOV/25/00131- Walmer Lawn Tennis And Croquet Club Archery Square Walmer CT14 7HP**
 Fell and remove stump of one Copper Beech (T37) and one small leafed Lime (T46) both the subject of Tree Preservation Order No. 28 of 2023.
Resolved: Objection: Walmer Town Council objects to this application on the follow grounds.
 - i. The arboriculturist report indicates that the two trees indicated are healthy.
 - ii. alleged issues with nutrients and water being 'stolen ' from surrounding grass by the trees' roots.
 - iii. Members of the Tennis club attended the meeting and explained that in order to avoid retained water on the Grass playing surfaces in and around the courts had been laid in a manner which encouraged speedy drainage of water from rainfall and they have seen no detrimental effect on grass adjacent to the two trees in the application.
 - iv. They also pointed out that there has been no discussion or consultation with members of the tennis club.
 - v. The applicant has not provided any evidence to prove that the trees are causing problems for surrounding grass.
 - vi. The report also indicates that uprooting the trees would be a drastic change, there is no cause to fell these trees
 - vii. The loss of the tree will affect the amenity value of the area.
 - viii. Residents value the trees use as a noise barrier.
 - ix. Residents value the trees use as pollution protection from nearby roads.
 - x. The trees also help to protect members of the public.
 - xi. DDC recently decided to put a Tree Preservation Order on all the trees in this area, a decision which should not be overturned by an application which

provides no evidence of the alleged problems in support of removing two trees which the applicants' own report says are healthy and in good condition

Proposed: Cllr Blackwell

Seconded: Cllr Grist

For: 4 Against: 0 Abstain: 0

III. DOV/25/00180- 7 Meryl Gardens, Walmer, Deal, Kent, CT14 7QH

Erection of a two storey side extension.

Resolved: No Objection

Proposed: Cllr Blackwell

Seconded: Cllr Waite Gleave

For: 4 Against: 0 Abstain: 0

IV. DOV/25/00095- 397 Dover Road Walmer CT14 7NZ

Re-pollard back to previous points of one Lime the subject of Tree Preservation Order No 2 of 1969

Resolved: Objection: Walmer Town Council objects to this application on the following grounds:

i. To protect the amenity value of the area.

Proposed: Cllr Grist

Seconded: Cllr Waite Gleave

For: 4 Against: 0 Abstain: 0

V. DOV/25/00225- Sandettie, Hawksdown, Walmer, Deal, CT14 7PH

Crown raise to 5 metres above ground level of two Beech the subject of Tree Preservation Order No. 4 of 1976

Resolved: Objection: Walmer Town Council objects to this application on the following grounds:

i. The requested 5m crown raise will be above the level of several crucial branches and will cause the denudement of the tree.

Proposed: Cllr Grist

Seconded: Cllr Blackwell

For: 4 Against: 0 Abstain: 0

VI. DOV/25/00199- 3 Meryl Gardens, Walmer, Deal, Kent, CT14 7QH

Erection of a two storey side extension and front porch

Resolved: No Objection

Proposed: Cllr Blackwell

Seconded: Cllr Waite Gleave

For: 4 Against: 0 Abstain: 0

572. DATE OF NEXT MEETING

Tuesday 8th April 2025 @ 7pm

The meeting closed at 20.05

Signed Dated



WALMER TOWN COUNCIL

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

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

Tel: 01304 362363

Minutes of the meeting of the Climate Emergency Working Group held on Thursday 6th February 2025 at 62 The Strand, Walmer, at 7.00 pm

Present:

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

Officers present: John Miles (Administration Officer)

1. APOLOGIES FOR ABSENCE

- Mrs S Fisher

2. DECLARATIONS OF INTEREST

- Cllr Waite Gleave declared an OSI as a signatory of the bank account used by Walmer/Deal Healthy Environment Volunteers. This account is used by the Marke Wood Volunteer Gardeners whose biodiversity application is on the agenda.
- Cllr Findley declared an OSI as a member of WALDAS.

3. MINUTES OF THE PREVIOUS MEETING

- **Resolved:** That the minutes be taken as an accurate record.
 - Proposed by: Cllr Eddy
 - Seconded by: Cllr Findley

For 5 Against 0 Abstain 0

4. MATTERS ARISING FROM PREVIOUS MEETING

- **Noted:** Admin informed the working group of the status of matters outstanding.
 - Proposed by: Cllr Findley
 - Seconded by: Cllr Eddy

For 5 Against 0 Abstain 0
- Cllrs Findley and Waite Gleave to list of forward green spaces for protection in Walmer and suggest on improvement on Biodiversity Net Gain calculations by planning dept to DDC Climate and Nature Forum chair as requested.

- Cllr Waite Gleave and Admin to look into how local councils discourage watergoing vehicles close to the shoreline to ensure the safety of local human and wildlife population.

5. COMMENTS FROM THE PUBLIC

None

6. BIODIVERSITY GRANTS

Movement of Biodiversity Grant from Item 9 to Item 6

- **Resolved** – Movement agreed
 - Proposed by: Cllr Blackwell
 - Seconded by: Cllr Eddy

For 5 Against 0 Abstain 0
- Application from Marke Wood Volunteer Gardeners was considered. Representatives of the volunteer Gardeners attended the meeting to give a brief on their grant request.
- Cllr Waite Gleave left the room for this item.
 - **Resolved:** CEWG agreed to the grant request by Marke Wood Gardeners
 - Proposed by: Cllr Eddy
 - Seconded by: Cllr Ludwig

For 4 Against 0 Abstain 0
- Cllr Waite Gleave returned to the room at this point.
- Application from Walmer and Deal Action For Swifts was considered
 - **Resolved:** CEWG agreed to the grant request by Walmer and Deal Action For Swifts. Cllr Findley withdrew from group on this item.
 - Proposed by: Cllr Ludwig
 - Seconded by: Cllr Eddy

For 4 Against 0 Abstain 0

7. ONGOING PROJECTS

- **EV Charging points**
- Admin informed working group of payments of share from EV points via Kent County Council, this is a current total of £693.29.
 - **Noted:** Proposed to Note.
 - Proposed by: Cllr Waite-Gleave
 - Seconded by: Cllr Blackwell

For 5 Against 0 Abstain 0
- A query was voiced regarding the suitability of the layby at the top of Court Road as part of an expansion of EV points in Walmer. This would include the use of EV point funds from Kent County Council.
- **Seawater Quality**

- Admin informed the working group of the information gathered about sea water testing kits and need to work with a provider laboratory who is UK Accreditation service recognised, e.g, Swimsafety. It was decided to continue with the project, due to the positive public feedback on WTC decision. Locations to test will be at Walmer Castle with the data to be sent to Environment Agency and published on the website.
- A request would be sent to A&E for an increase in budget to obtain the sample kits.
 - **Resolved:** To request a budget increase from A&E committee on 26th February and Full Council on 5th March for increase from £500 to £840 for purchase of accredited testing kits.
 - Proposed by: Cllr Eddy
 - Seconded by: Cllr Ludwig

For 5 Against 0 Abstain 0

- **Report From KALC Conference**
Noted: Working Group received report regarding the KALC Climate Conference on 5th November 2024
 Proposed by: Cllr Waite Gleave
 Seconded by: Cllr Eddy

For 5 Against 0 Abstain 0

- **Report From DDC Climate and Nature Forum**
Noted: Working Group received report regarding the DDC Climate and Nature Forum on 8th January 2025.
 Proposed by: Cllr Eddy
 Seconded by: Cllr Blackwell

For 5 Against 0 Abstain 0

- **SAVE OUR SEAS DEAL AND WALMER (SOSDAW)**
 - **Noted:** Working Group received report regarding the Save Our Seas Deal and Walmer Meeting on 3rd January 2025.
 Proposed by: Cllr Waite Gleave
 Seconded by: Cllr Eddy

For 5 Against 0 Abstain 0

- **CLEANER/CHEAPER TRANSPORT**
 - **Withdrawn-** Possibility of encouraging a car club set up in Walmer, decided better to send information gathered to climate change officer DDC.
 - **Resolved:** CEWG agree to promote local car sharing groups on WTC website.
 Proposed by: Cllr Waite Gleave
 Seconded by: Cllr Blackwell

For 5 Against 0 Abstain 0

- **NEW PROJECTS**

- **Resolved:** To create a climate and Ecology action plan for Walmer Town Council as suggested by NALC, drawing on resources such as the 2014 Environment of Walmer document and examples from other coastal towns of similar size.

Proposed by: Cllr Eddy

Seconded by: Cllr Ludwig

For 5

Against 0

Abstain 0

8. POSSIBLE FUTURE AIMS AND INITIATIVES.

- To continue discussion on Climate and Ecology Action Plan
- To take up 2023 discussion on installation of water refill stations whose purchase is already budgeted.

9. ANY OTHER QUESTIONS OR OBSERVATIONS.

- None

10. DATE OF NEXT MEETING

TBC at 19:00 at No 62 The Strand.

The meeting closed at 20:30

Bank Balances as at 30/04/25

Charity Bank	£100,000.00
Redwood bank	£100,000.00
Unity Trust current	£39,667.67
Unity Trust Deposit	£293,121.67
Total	£532,789.34

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.

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

Other communications with the media

13. This policy does not seek to regulate Councillors in their private capacity.
14. The council's communications with the media seek to represent the corporate position and views of the council which have been arrived at by following a democratic process of discussion and voting. The council accepts and understands that from time to time individual councillors will disagree with the

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 council 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.

ⁱ 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 2025/2026

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 Freedom, 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 Freedom, 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.i.3. Developing systems of performance measurement	Not applicable	No partnership agreements in place at the present time.
2.j. Damage/injury to third party property or individuals	2.j.1. Public Liability insurance cover is in place. Public areas visually inspected periodically. 2.j.2. Annual review of land maintenance contracts 2.j.3. Verification of insurance cover of service suppliers when contract given.	In place n/a In place	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.		
	3.a.3. Legal advice sought if necessary.		
	3.a.4. Section 137 payments listed separately in the Receipts and Payments.		
		All in place	KALC membership for expert advice. Local council administration – Arnold Baker current edition 12 th edition in office
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	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.
	- minutes and agendas displayed on the Town notice boards; and	In place	
	- audit notices and audited accounts displayed on the notice boards in accordance with Audit Regulations.	In place	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.	3.d.1. Timely preparation and distribution of agendas and minutes for all meetings. 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. 3.d.3. Approved, signed copy of minutes filed by the Clerk.	In place In place In place	Clerk distributes agendas and places copies on website at appointed times. Council or committee agree previous meeting minutes. Clerk stores signed copies of minutes.
3.e. Inadequate documentation: - loss, damage, incomplete; - no evidence to support decisions; and - no evidence of adequate stewardship or performance of council.	3.e.1. Safe storage of legal business: - old Minutes and Town Records to be properly and safely archived - deeds and legal documents for all Town Council owned lands are securely kept. 3.e.2. Documented procedures for: - receipt/response and handling of documents; - responding to consultations; - dealing with enquiries by the public; and - dealing with complaints by the public.	In place	All current records are safely and securely stored at Town Office. Fireproof and waterproof filing cabinet ensures documents secure. Document management policy and archiving policy adopted by Council April 2018 min 5456
		In place	All correspondence and documentation relevant to council business is recorded is scanned on receipt and is filed appropriately and kept secure.
3.f. Councillors allowances not made in compliance with legislation.	3.f.1. Register kept of all allowances paid. All allowances paid to be published at the end of the Financial year on the Town Council website.	In place	Displayed on web-site.
3.g. Clerk unavailable.	3.g.1 Written procedures to cover the temporary or permanent loss of the Clerk's services.	In place	Short term absence – current staff to stand-in or share services of a neighbouring Town clerk. Long term absence – Use of Locum or share services of a neighbouring Town clerk and advertise the position in local papers and KALC newsletter and web site.

Risk	Control	Status	Action
4. Councillor Property			
4.a. Bribery/conflict of interests, inducements or favours from council.	4.a.1. Procedures in place for monitoring members' interests and any gifts and/or hospitality received. 4.a.2. Registers of interests, gifts and hospitality in place. Register of Councillors' interests kept by the Monitoring Officer at the District Council Offices. (Copies held by the Clerk.)	All in place	Councillors to be reminded annually about obligations to keep the Register up to date
4.b. Inappropriate action/conduct by Town Council/Councillors.	4.b.1. Code of Conduct adopted by all council members on appointment. Revised Code of Conduct including paragraph 12(2) adopted by the Council on 18 July 2007	In place	Last update Sept 2016
4.c. Inadequate risk management. Poor performance/stewardship by Council.	4.c.1. Risk management procedures in place – this document. 4.c.2. This document to be reviewed annually, also as/when any changes to council business/activity are made or other circumstances require it.	In place	Next review due in June 2025.

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



Item: Financial Regulations.

Date: 28/04/25.

Meeting: May 2025 Full Council.

From: Roland Aldred.

Following a update of the NALC model financial regulations, some small changes have been made to the Financial Regulations for agreement.

5.4 legislation updated to read The Procurement Act and The Procurement regulations from previously being The Public Contracts Regulations.

5.7 – Small change from “For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.” To “For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.” No material change to process of having to follow the current regulation in reviewing contracts over £30,000

5.11 Another small change from “Contracts must not be split into smaller lots to avoid compliance with these rules.” To “Contracts must not be split to avoid compliance with these rules.”

Members to decide

WALMER TOWN COUNCIL FINANCIAL REGULATIONS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member Councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for Councils of all sizes to use to develop their own financial regulations, suitable for the size of the Council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a Council cannot change or suspend.
- 3) For the rest, each Council needs to adapt the model to suit its size and structure. For example, some Councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some Councils have committees, some have a high level of delegation and some make all decisions at Full Council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the Council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
 - c) In section 4, does the Council have committees and how many years are forecast?
 - d) In 5.6, does the Council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the Council have committees?
 - g) In 5.16, will a Councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a Council's financial regulations to fit what they actually do, not to force any Council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered Councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the Council.

- n) Much of Section 16 can be deleted if not applicable.
- o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the Council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the Council] might need to say the Policy and Resources Committee.
 - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the Council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A Council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each Council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
 - a) In 5.6, at what limit will the Council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small Councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the Council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking Council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the Council's needs, the resulting Financial Regulations (with the insertion of the Council's name at the top) should be adopted at a meeting of the Full Council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the Full Council.
- 11) The Council should keep abreast of developments in legislation that affect the local Council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the Council's website.

DEF

WALMER TOWN COUNCIL'S FINANCIAL REGULATIONS

Contents

1. General.....	5
2. Risk management and internal control.....	6
3. Accounts and audit.....	7
4. Budget and precept.....	8
5. Procurement.....	9
6. Banking and payments.....	11
7. Electronic payments.....	12
8. Payment cards.....	13
9. Petty Cash.....	13
10. Payment of salaries and allowances.....	13
11. Loans and investments.....	14
12. Income.....	14
13. Payments under contracts for building or other construction works.....	15
14. Stores and equipment.....	15
15. Assets, properties and estates.....	15
16. Insurance.....	16
17. Suspension and revision of Financial Regulations.....	16
Appendix 1 - Tender process.....	17

These Financial Regulations were adopted by the Council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and will be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified
 - "Approve" refers to an online action, allowing an electronic transaction to take place
 - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners' Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales
 - 'Must' and **bold text** refer to a statutory obligation the Council cannot change
 - 'Will' refers to a non-statutory instruction by the Council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO:
 - acts under the policy direction of the Council
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices
 - determines on behalf of the Council its accounting records and control systems
 - ensures the accounting control systems are observed
 - ensures the accounting records are kept up to date
 - seeks economy, efficiency and effectiveness in the use of Council resources
 - produces financial management information as required by the Council.

1.6. The Council must not delegate any decision regarding:

- **setting the final budget or the precept (Council tax requirement)**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements**
- **approving an annual governance statement**
- **borrowing**
- **declaring eligibility for the General Power of Competence**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the Council will:

- **determine and regularly review the bank mandate for all Council bank accounts**
- **authorise any grant or single commitment in excess of £2,000.**

2. Risk management and internal control

2.1. The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk will prepare, for approval by the Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements will be reviewed by the Council at least annually.

2.3. When considering any new activity, the Clerk will prepare a draft risk assessment, including risk management proposals, for consideration by the Council.

2.4. At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed**
- **ensure the prompt, accurate recording of financial transactions**
- **prevent and detect inaccuracy or fraud**
- **allow the reconstitution of any lost records**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, the Chairman of the Finance and General Purposes Committee will verify bank reconciliations (for all accounts) produced by the RFO. The member will sign and date the reconciliations as evidence of this. This activity, including any exceptions, will be reported to and noted by the Council via the minutes of the Finance Committee.

2.7. Regular back-up copies will be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council will put

measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the Council will be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate**
 - **a record of the assets and liabilities of the Council.**
- 3.3. The accounting records will be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO will complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO will submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and will, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.
- 3.7. The internal auditor will be appointed by the Council every two years and will carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The Council will ensure that the internal auditor:
 - is competent and independent of the financial operations of the Council
 - reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships
 - has no involvement in the management or control of the Council.

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council
- initiate or approve accounting transactions
- provide financial, legal or other advice including in relation to any future transactions
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' will have the same meaning as described in The Practitioners' Guide.

3.11. The RFO will make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO will, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the Council must calculate its Council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions, will be reviewed by the Council at least annually in November for the following financial year.

4.3. No later than November each year, the RFO will prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects will not be carried forward to a subsequent year. Unspent funds for agreed or partially completed projects may be carried forward as a reserve until the project is completed or cancelled

4.5. Each committee will review its draft budget and submit any proposed amendments to the finance committee not later than the 15th of November each year.

4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, will be considered by the Finance and General Purposes Committee and a recommendation made to the Council.

4.7. Having considered the proposed budget forecast, the Council will determine its Council tax requirement by setting a budget. The Council will set a precept for this amount no later than the end of January for the ensuing financial year.

- 4.8. **Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO will **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a foundation for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve will be agreed by the Council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised.
- 5.3. Every contract will comply with these the Council's Standing Orders and these Financial Regulations and no exceptions will be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the Full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation") must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the Council will (with the exception of items listed in paragraph 6.12) obtain prices depending on the estimated cost as per 5.6-5.10.
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk will seek formal tenders from at least three suppliers agreed by the Council or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders will be invited in accordance with Appendix 1, as agreed by Full Council.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

¹ The Regulations require Councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.8. For contracts greater than £10,000 excluding VAT the Clerk will seek at least 3 fixed-price quotes.
- 5.9. where the value is between £500 and £10,000 excluding VAT, the Clerk will try to obtain 3 estimates.
- 5.10. For smaller purchases, the clerk will seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes
 - ii. repairs to, or parts for, existing machinery or equipment
 - iii. works, goods or services that constitute an extension of an existing contract
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The Council will not be obliged to accept the lowest of any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT
 - a duly delegated committee of the Council for all items of expenditure within their delegated budgets for items under £2,000 excluding VAT
 - the Council for all items over £2,000.
- Such authorisation must be supported by a minute (in the case of Council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the Council or make any contract on behalf of the Council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council, except in an emergency.
- 5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk will report such

action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

- 5.19. No expenditure will be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that, where a loan is required, Government borrowing approval has been obtained first.

6. Banking and payments

- 6.1. The Council's banking arrangements, including the bank mandate, will be made by the RFO and authorised by the Council. Banking arrangements will not be delegated to a committee.
- 6.2. The Council must ensure safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. More than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments will be approved or signed to allow the funds to leave the Council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council, before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments will be made by online banking, in accordance with a resolution of the Council or duly delegated committee or a delegated decision by an officer, unless the Council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council may authorise in advance for the year.
- 6.7. A list of such payments will be reported to the next appropriate meeting of the Council for information only.
- 6.8. The Clerk will have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Council, where the Clerk certifies that there is no dispute or other reason to

delay payment, provided that a list of such payments will be submitted to the next appropriate meeting of Council

- iv. Fund transfers within the Council's banking arrangements, provided that a list of such payments will be submitted to the next appropriate meeting of Council.

6.9. The RFO will present a schedule of payments for noting, forming part of the agenda for each meeting, to the Council. The Council will review the schedule for compliance and, having satisfied itself, will note payment by resolution. A detailed list of all payments will be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO or other appointed officers will be appointed as the Service Administrators. The bank mandate agreed by the Council will identify a number of Councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories will have access to view the Council's bank accounts online.
- 7.3. No employee or Councillor will disclose any PIN or password, relevant to the Council or its banking, to anyone.
- 7.4. The Service Administrator will set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, will be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator a second administrator will be appointed to ensure the smooth running of the Council.
- 7.6. Two authorised signatories will check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence will be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made will be kept in the banking file.
- 7.8. A Full list of all payments made in a month will be provided to the next Council meeting and appended to the minutes.
- 7.9. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members.
- 7.10. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved

online by two members, evidence of this is retained and any payments are reported to Council when made.

7.11. Changes to account details for suppliers, which are used for internet banking, may only be made after outbound contact with the supplier has confirmed a change which is then checked through the bank's payee confirmation service.

7.12. Members and officers will ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13. Remembered password facilities, other than secure password stores requiring separate identity verification, should not be used on any computer used for Council banking.

8. Payment cards

8.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by Council or finance committee in writing before any order is placed.

8.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up will be at the discretion of the Council.

8.3. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and any balance will be paid in Full each month. The maximum transaction amount per month will be £1000.

8.4. Personal credit or debit cards of members or staff will not be used unless circumstances dictate there is no other option. In these cases it should only be used for expenses of up to £250 including VAT, incurred in accordance with Council policy and with permission from the Clerk. An expenses claim form must be completed along with provision of any receipts.

9. Petty Cash

- a) The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) will be refunded on a regular basis, at least quarterly. An expenses claim form must be completed to reclaim any money.

10. Payment of salaries and allowances

10.1. **As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.**

10.2. **Councillor's allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

10.3. Salary rates will be agreed by the Council, or a duly delegated committee. No changes will be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

10.4. Payment of salaries will be made, after deduction of tax, National Insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

- 10.5. Deductions from salary will be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions will be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 10.7. Any termination payments will be supported by a report to the Council, setting out a clear business case. Termination payments will only be authorised by the Full Council.
- 10.8. Before employing interim staff, the Council must consider a Full business case.

11. Loans and investments

- 11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the Full Council and recorded in the minutes. All borrowing will be in the name of the Council, after obtaining any necessary approval.
- 11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the Full Council, following a written report on the value for money of the proposed transaction.
- 11.3. The Council will consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy will be reviewed by the Council at least annually.
- 11.4. All investment of money under the control of the Council will be in the name of the Council.
- 11.5. All investment certificates and other documents relating thereto will be retained in the custody of the RFO.
- 11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, will be made in accordance with these regulations.

12. Income

- 12.1. The collection of all sums due to the Council will be the responsibility of and under the supervision of the RFO.
- 12.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO will be responsible for the collection of all amounts due to the Council.
- 12.3. Any sums found to be irrecoverable and any bad debts will be reported to the Council by the RFO and will be written off in the year. The Council's approval will be shown in the accounting records.

12.4. All sums received on behalf of the Council will be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt will be clearly recorded on the paying-in slip or other record.

12.5. Personal cheques will not be cashed out of money held on behalf of the Council.

12.6. Any repayment claim under section 33 of the VAT Act 1994 will be made at least annually at the end of the financial year.

13. Payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the RFO will maintain a record of all such payments, which will be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2. Any variation of, addition to, or omission from a contract must be authorised by the Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

14.1. The Clerk will be responsible for the care and custody of stores and equipment.

14.2. Delivery notes will be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

14.3. Stocks will be kept at the minimum levels consistent with operational requirements.

15. Assets, properties and estates

15.1. The Clerk will make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.

15.2. The RFO will ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register will be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15.4. No interest in land will be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report will be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property will be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with

any other consents required by law, except where the estimated value of any one item does not exceed £500.

16. Insurance

- 16.1. The RFO will keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.
- 16.2. The RFO will be notified of any loss, liability, damage or event likely to lead to a claim and will report these to the Council at the next available meeting. The RFO will negotiate all claims on the Council's insurers, in consultation with the Clerk.
- 16.3. All appropriate members and employees of the Council will be included in a suitable form of security or fidelity guarantee insurance which will cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

17. Suspension and revision of Financial Regulations

- 17.1. The Council will review these Financial Regulations bi-annually and following any change of clerk or RFO. The Clerk will monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.
- 17.2. The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.
- 17.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender will state the general nature of the intended contract and the Clerk will obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation will in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Council.
- 3) Where a postal process is used, each tendering firm will be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders will be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- 4) Where an electronic tendering process is used, the Council will use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation will be subject to Standing Order 19 and will refer to the terms of the Bribery Act 2010.
- 6) Where the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person will be permitted to submit a later tender, estimate or quote who was present when the decision-making process was being undertaken.



Walmer Town Council's Standing Orders



WALMER TOWN COUNCIL

Standing Orders

Contents

1. Rules of debate at meetings
2. Conduct at meetings
3. Meetings generally
4. Order of business
5. Committees and sub-committees
6. Ordinary Council meetings
7. Extraordinary meetings of the Council, committees and sub-committees
8. Previous resolutions
9. Voting on appointments
10. Motions that require written notice to be given to the Proper Officer
11. Motions at a meeting that do not require written notice
12. Management of information
13. Draft minutes
14. Code of conduct dispensations
15. Code of conduct complaints
16. The Proper Officer
17. Responsible Financial Officer
18. Accounts and accounting systems
19. Financial controls and procurement
20. Handling staff matters
21. Responsibilities to provide information
22. Responsibilities under data protection legislation
23. Relations with the press/media
24. Execution and sealing of legal deeds
25. Communicating with District and County Councillors
26. Restrictions on Councillor activities
27. Standing Orders generally

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

Adopted 3rd Jul 2024. –

Updated 4th Sept 2024 – Added front cover, amended title section 2 and added in limit on Chairman in section 6

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 2 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. 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. A chairman may stand for no more than two successive years with no return for a further two years.**
- 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: 20 Is Plenty.
 Date: 28/04/25.
 Meeting: May Full Council.
 From: Cllr Grist.

20 is Plenty: Proposal for Upper Walmer Conservation Area - Designating a 20MPH Zone

The proposal to designate the Upper Walmer Conservation area (between St Margarets Close and Church Street) as a 20MPH zone is a significant step towards improving safety and preserving the character of this cherished locality. The initiative, known as "20 is Plenty," aims to reduce speeding and enhance the quality of life for residents and visitors alike.

Background

Upper Walmer Conservation area, with its picturesque streets and historical significance, has long been a destination for those seeking tranquillity and beauty. However, increasing traffic speeds have posed a threat to the safety and serenity of the area, prompting calls for measures to address these issues.

The Proposal

The proposed designation of a 20MPH zone in Upper Walmer is intended to:

- Improve road safety for pedestrians and cyclists (Many pavements in the area are under the recommended 1.2 meters in width. Disabilities Discrimination Act)
- Reduce noise pollution from traffic, (traffic volume has trebled since 1979)
- Preserve the area's historical and aesthetic value, (what is the point of a conservation area but to preserve).
- Encourage a more relaxed and enjoyable environment for residents and visitors.

Community Benefits

Implementing a 20MPH zone can have numerous positive effects on the community, including:

1. Safer: The UK's Department for Transport estimates that a 1mph lower speed in built-up areas reduces road casualties by 6%. 20mph typically leads to 30% fewer casualties.
2. Cleaner (and quieter): 20mph reduces tail-pipe emissions by 25% compared with 30mph and is 50% quieter.
3. Healthier: 20mph helps to remove the blight of vehicle speed and builds inclusive communities where human activity, including walking, cycling and social interaction, takes first place.
4. Popular: National and local surveys consistently find 70% support in residential streets; such support rises after 20mph limits are introduced.
5. Accepted as normal by UK local authorities where 30m people live, including most of Wales and Scotland. 20mph is global best practice where people mix with motor traffic.

6. Compliance: 20mph is as enforceable as any speed limit. Even with no additional police enforcement, speeds reduce by up to 6mph on faster roads.
 7. Cost effective: Multiple economic, societal and environmental benefits at low cost. Signs remind drivers of the limit without the need for physical calming or additional enforcement.
 8. Little impact on journey times or bus timetables: With congestion, junctions and crossings as the main factors in built up areas, 20mph can actually improve journey times.
- Wide area 20mph increases social engagement and benefits whole communities.

Implementation Strategy

The proposal outlines a comprehensive strategy for the implementation of the 20MPH zone, including:

- Clear signage and road markings to indicate the new speed limit
- Public awareness campaigns to educate drivers on the benefits of reduced speeds
- Regular monitoring and enforcement to ensure compliance
- Engagement with local stakeholders to gather feedback and support

Conclusion

The "20 is Plenty" initiative for the Upper Walmer Conservation area represents a thoughtful and proactive approach to maintaining the safety, beauty, and character of this historical locality. By embracing a reduced speed limit, the community stands to gain a safer, quieter, and more enjoyable environment, contributing to the overall well-being of its residents and preserving the charm of Upper Walmer for generations to come.

Proposal

Members to agree to look further into the implementation of a speed limit of 20 mph in the Upper Walmer Conservation area by lobbying KCC by way of a written request from WTC.

Notes from the Clerk

At the Amenities and Environment Committee meeting the Clerk was tasked with looking at the possibility of a 20mph zone in Walmer the response from KCC's Highways Officer was as follows:

"20mph speed limits are intended to be self-enforcing and when considering implementing a 20mph speed limit we require that the existing speeds are 24mph or less for this reason. Whilst I am sure there are roads within Walmer that would meet the criteria for a 20mph speed limit, unfortunately, Dover Road is not suitable."

The following applications have been reviewed by the Finance and General Purposes Committee

Applications for a small Grant

Applicant	Details of project	Amount applied for	Relevant Documentation provided	F&GP recommendation
Deal Branch RMA	Food for Bandsmen and Volunteers for the memorial concert	£500	Yes	£500
2235 (Deal Squadron) Air Cadets	Laptop for training	£329	Yes	£329
Deal Carnival Association	Entertainment for Teddy bears picnic and water and sweets for event	£600	Yes	£600