



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

Tel: 01304 362363

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

Dated 30th May 2025

You are hereby summoned to attend the **COUNCIL MEETING** of **WALMER TOWN COUNCIL** to be held on **Wednesday 4th June 2025 Walmer Parish Hall, Dover Road, Walmer.**

At 7.30pm.

Roland Aldred
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE.

To receive any apologies.

2. DECLARATIONS OF INTEREST.

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

Attach 1

3. OPENNESS AND TRANSPARENCY

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

4. CHAIRMAN'S REPORT

Update on various matters from the Chairman.

5. MINUTES

To approve the minutes of the Council meeting of the 7th May 2025.

Attach 2

6. REPORT ON ACTIONS FROM LAST MEETING

To receive a report on the actions from the last meeting

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

i) To agree to suspend the meeting for up to 15 minutes to allow discussion with members of the electorate of the Parish of Walmer present at the meeting on items of the agenda. Any items not on the agenda that members of the public wish to speak on will be noted for consideration of including on a future agenda.

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

8. CRIME AND ANTI SOCIAL BEHAVIOUR REPORTS

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

9. COMMITTEE REPORTS + MINUTES

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

- a. Amenities & Environment – no minutes to report.
- b. Finance & General Purposes – No minutes to report.
- c. Walmer in Bloom - Minutes from 18th March, 2025. Attach 3
- d. Events Committee – minutes from 22nd April, 2025. Attach 4
- e. Planning Committee – minutes from 8th April, 2025. Attach 5
- f. Climate Emergency Working Group — no minutes to receive.

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

- a. Walmer in Bloom from the meeting held May 20th, 2025.
- b. Events from the meeting held May 27th, 2025
- c. Planning Committee from the meeting held May 13th, 2025.

10. REPORT OF THE CLERK

To receive a report from the Clerk on matters received.

11. FINANCIAL REPORT

For noting:

- a. Bank balances. Attach 6
- b. Monthly statement for May 2025.
To Agree
- c. Payment of £5000 grant to The Landmark Centre.

12. AGAR

To note

- i. Internal auditors report Attach 7

To review, decide on questions and authorise the chairman to sign

- ii. Annual Governance Statement Attach 8

To agree and authorise the chairman to sign

- iii. The accounting statements 2024/25 Attach 8

- 13. OUTDOOR GYM**
To receive an update on the project. Attach 9
- 14. WALMER TOWN COUNCIL RISK STATEMENT**
To approve updated risk statement. Attach 10
- 15. PARKING AND LIGHTING ON ACCESS ROAD**
To receive an update. Attach 11
- 16. PUBLIC TOILETS** Attach 12
To agree Walmer Town Councils contribution to the public toilets within Walmer and to the schedule of payments for the toilets.
- 17. 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.
- 18. HR MATTERS**
To receive a verbal report requesting Members sign off on salary increase as agreed in training programme.
- 19. DATE OF NEXT MEETING**
2nd July 2025 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.



WALMER TOWN COUNCIL

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Tel: 01304 362363

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

Minutes of the Annual Meeting of Walmer Town Council held on Wednesday 7th May 2025 – 7.30 pm at Walmer Parish Hall, Dover Road, Walmer.

Present Councillors: Cllr T Bond (Chairman), Cllr M Simpson, Cllr K Lee, Cllr E Crockford, Cllr L Ludwig, Cllr M Eddy, Cllr R Blackwell, Cllr A Friend, Cllr J Murray, 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

1. ELECTION OF THE CHAIRMAN OF THE COUNCIL FOR 2025/26

Members received a verbal report from the Clerk on standing orders as requested by Members.

RESOLVED – To suspend standing order 6f allowing Cllr Bond to be nominated for Chairman.

Proposed – Cllr P Ludwig

Seconded – Cllr M Simpson

For – 14 Against – 0 Abstain – 1

Cllr T Bond was the only nomination made.

RESOLVED – To appoint Cllr T Bond as the Chairman of Walmer Town Council for the year 2025/26.

Proposed – Cllr A Friend

Seconded – Cllr J Murray

For – 15 Against – 0 Abstain – 0

2. ELECTION OF THE VICE CHAIRMAN OF THE COUNCIL FOR 2025/26

Cllr M Simpson was the only nomination received.

RESOLVED – To appoint Cllr M Simpson as the Vice Chairman of Walmer Town Council for the year 2025/26.

Proposed – Cllr A Friend

Seconded – Cllr M Eddy

For – 15 Against – 0 Abstain – 0

3. APOLOGIES FOR ABSENCE

No apologies were received.

4. DECLARATIONS OF INTEREST

No declarations were made.

5. OPENNESS AND TRANSPARENCY

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

6. APPOINTMENT OF COMMITTEES, WORKING GROUPS AND REPRESENTATIVES

Members received a copy of the current committee membership along with requests to amend the committees that members were on. A further recommendation from the Amenities and Environment Committee on appointing a non-voting co-opted member to represent the Speaking up Group for expert opinion was also received.

RESOLVED - To appoint committee members as below:

Finance and General Purposes – Cllrs Jull, Murray, Simpson, Ludwig, Ludwig, Friend, Lee, Richardson, Eddy and Waite-Gleave.

Human Resources – Cllrs Bond, Crockford, Murray, Richardson, Waite-Gleave, P Ludwig, Eddy and L Ludwig.

Amenities and Environment – Cllrs Eddy, Findley, Jull, P Ludwig, Blackwell, Waite-Gleave, Richardson, Simpson and L Ludwig. Non-voting co-opted members Mr Knott.

Planning – Cllrs Murray, Simpson, Lee, Waite-Gleave, Grist, Blackwell and Bond

Walmer in Bloom – Cllrs L Ludwig, Waite-Gleave, P Ludwig, Crockford and Richardson. Non-voting co-opted members Mrs Late and Mrs Bogue.

Events – Cllrs Grist, Friend, Simpson, L Ludwig, Richardson and Crockford

To appoint Working Group members as below:

Climate Emergency Working Group – Cllrs Waite-Gleave, Blackwell, Eddy and Findley. Non-voting co-opted members Mrs Fisher.

Outdoor Gym Working Group – Cllrs P Ludwig, Richardson and L Ludwig.

To appoint as outside representatives

Police Liaison – Cllr Crockford.

Kent Association of Local Councils – Cllrs Murray and Waite-Gleave.

Bank Signatories – Cllrs Murray, Jull, Simpson, Bond, L Ludwig and Eddy.

Proposed – Cllr M Eddy

Seconded – Cllr A Friend

For – 15

Against – 0

Abstain – 0

7. CHAIRMAN'S REPORT

Cllr Bond reported:

- i. Due to the period of special consideration there is little to report.
- ii. That he had attended a VE day 80th Anniversary Commemoration on the 3rd of May where he read words from the Duke of Wellington.

8. MINUTES

Members received the minutes of the Council meeting held on Wednesday, 2nd April 2025.

RESOLVED: That the minutes be approved and signed.

Proposed by Cllr A Friend

Seconded by Cllr J Murray

For 15

Against 0

Abstain 0

9. REPORT ON ACTIONS FROM THE LAST MEETING

The Clerk reported work on a report for the access road was ongoing. The EPC certificate for No 62 had been received.

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

- i. No questions were posed from members of the public present.
- ii. Cllr C Vinson of Dover District Council reported:
 - a) DDC were working with the Cinque Ports football club on lease charges
 - b) Cllr Vinson has been working with KCC on trying to get the pathway between Court Road and Station Drive designated a PROW.
 - c) DDC budget has been agreed
 - d) Work on the Marke Wood playground has started
 - e) DDC Cabinet will be discussing a strategy document for parking, this includes a loose proposal to charge for Borrow Pit.
 - f) The Local Cycling Consultation is ongoing
 - g) The Bylaws consultation is ongoing this includes a proposal to remove the dog banning order on the paddling pool, Cllr Vinson has picked this up and this was not instigated by the operators and the operators have no plans to allow dogs in to the area.
 - h) The demolition of the pool building at Tides is due to start soon.
 - i) Rays Bottom planning application is being reviewed by DDC pre planning, currently issues around access are being reviewed.
 - j) The Section 106 improvements to Dover Road from the Millers Retreat development not yet completed are being looked at as to alternative developments that could provide these.
 - k) DDC are addressing with the developers the remaining builds required at Millers Retreat.
 - l) 4 Members of DDC have resigned or been expelled from their political parties
 - m) The Community Governance review should be this autumn
 - n) Next stages in the devolution process are due in September.

11. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

Cllr E Crockford reported that at shop in Deal had been caught selling alcohol to underage children the shop's alcohol licence has been revoked.

12. COMMITTEE REPORTS AND 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.

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

Proposed Cllr A Friend

Seconded Cllr L Ludwig

For 15

Against 0

Abstain 0

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

- a. Amenities + Environment – minutes from Apr 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.

RESOLVED – To note

Proposed Cllr M Eddy

Seconded Cllr A Friend

For 15

Against 0

Abstain 0

13. REPORT OF THE CLERK

The Clerk reported:

- i. As previously stated by Cllr Vinson of DDC part of the Parking Strategy document included a loose proposal to add parking charges to Borrow Pit car park, the Officers have added information about this to Facebook and our website for information to the public.

RESOLVED – To resend letter of opposition to any parking charges at Borrow Pit.

Proposed – Cllr L Ludwig

Seconded – Cllr R Blackwell

For – 15

Against – 0

Abstain - 0

- ii. The first set of water testing results have now come back and draft press statement was presented to members.

RESOLVED – To Ask Cllr Waite-Gleave to work with the Clerk to update the press statement then as soon as possible to release the statement.

Proposed – Cllr M Eddy

Seconded – Cllr P Ludwig

For – 14

Against – 1

Abstain – 0

Cllr Friend wish to thank the Climate Emergency Working Group for the water testing initiative.

- iii. The “What’s on Walmer Green” leaflet is now completed and has been distributed.

- iv. The lease for the Drill Field has been returned to Walmer Town Council for review.

RESOLVED – To note

Proposed – Cllr M Eddy

Seconded – Cllr A Friend

For 15

Against 0

Abstain 0

14. FINANCIAL REPORT

- i. Bank Balances

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

Members received the April 2025 monthly financial report.

Balance at start of month	£	279,312.84
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Receipts		
Who	For	Amount
Allotment Holders	Allotment Deposits, Rent and Insurance	£82.82
Tonibell	Payment for Children's Festival	£50.00
EDF Energy	Utility Bill Refund	£68.08
Eventbrite	Brocante Income	£4,302.18
HMRC	VAT Reclaim	£4,996.75
<i>DDC</i>	<i>Precept</i>	<i>£261,312.20</i>
Total		£9,499.83

Total spent EMB	20,021.17
% of precept LYTD	-3.86%

Abstain 0

Abstain 0

17. COUNCIL RISK MANAGEMENT

Members received a copy of the Risk Management Statement.

RESOLVED – Members asked the Clerk to add in a section around the risks involved in key Members or Volunteers at Hawkshill being unable to continue to contribute time to the Freedown. Members also asked the Clerk to evaluate the risks and give a level of high, medium or low.

Proposed – Cllr L Ludwig

Seconded – Cllr P Ludwig

For 14 Against 0 Abstain 0

18. FINANCIAL REGULATIONS

Members received a copy of the Financial Regulations and recommendations on changes made by NALC.

RESOLVED – To accept the recommendations and ask the Clerk to work with Cllr Waite-Gleave for amendments to the purchasing section around sustainability and local sourced.

Proposed – Cllr M Eddy

Seconded – Cllr S Waite-Gleave

For 14 Against 0 Abstain 0

19. STANDING ORDERS

Members received a copy of the current Standing Orders.

RESOLVED – To approve the Standing Orders.

Proposed – Cllr L Ludwig

Seconded – Cllr P Ludwig

For 13 Against 0 Abstain 0

Cllr Murray was not present for the vote

20. 20 IS PLENTY

Members received a written report from Cllr Grist about the proposal to create a 20mph zone in the Conservation Area on Dover Road, Upper Walmer.

RESOLVED – To ask the Clerk to write to Kent County Council supporting the idea of a 20mph zone in the Conservation Area on Dover Road, Upper Walmer and to request the speed reduction lines be added back to the corner.

Proposed – Cllr T Grist

Seconded – Cllr S Waite-Gleave

For – 10 Against – 2 Abstain - 2

21. GRANT APPLICATIONS

Members received written recommendations on grant applications from the Finance and General purposes committee for grants from:

- i. The Royal Marine Association – For food for bandsmen and volunteers at the Royal Marines memorial concert.
- ii. 2235 Deal Squadron Air Cadets – For laptops for training for young people
- iii. Deal Carnival Association – Towards entertainment and prizes at the teddy bears picnic.

RESOLVED – To award the grants as applied for all three of these applications.

Proposed – Cllr A Friend

Seconded – Cllr L Ludwig

For – 14

Against – 0

Abstain - 0

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

To move in to a confidential session.

RESOLVED – To move in to a confidential session.

Proposed – Cllr M Eddy

Seconded – Cllr A Friend

For – 14

Against – 0

Abstain - 0

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

Members received a written report from the Clerk on a request from Deal, Betteshanger and Walmer Rugby and Social Club to put on an outdoor cinema event. Members received information that the officers had reviewed the information provided in the same way DDC review our requests for events.

RESOLVED – To grant permission on the condition that a copy of the insurance certificate is provided.

Proposed – Cllr A Friend

Seconded – Cllr M Simpson

For – 14

Against – 0

Abstain - 0

24. PHOTOCOPIER CONTRACT

Members received a written report detailing an offer from photocopier provider who had approached the Council with an offer to take over the photocopier rental agreement.

RESOLVED – To continue with the current agreement and write to KCS to see if there are any discounts available on the current deal.

Proposed – Cllr J Murray

Seconded – Cllr M Simpson

For – 13

Against – 0

Abstain - 0

Cllr Crockford was absent for the vote.

25. HR MATTERS

Members received 3 recommendations from the HR committee.

RESOLVED – To accept staffing recommendations as given by the HR Committee.

Proposed – Cllr M Eddy

Seconded – Cllr A Friend

For – 13

Against – 0

Abstain - 1

26. DATE OF NEXT MEETING

Wednesday 4th June

The meeting closed at 21.15

Signed: Date:



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

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Minutes of the meeting of the Walmer in Bloom Committee held on 18th March 2025 at 62 The Strand, Walmer, at 5.30 pm.

Present:

CLlr L Ludwig (Chairing)
CLlr P Ludwig
CLlr D Richardson
CLlr E Crockford
CLlr S Waite Gleave
CLlr P Findley

Officers present: **John Miles (Administration Officer)** **Roland Aldred (Town Clerk)**

CLlrs Crockford and Findley were not present at the start of the meeting.

573. APOLOGIES FOR ABSENCE

Apologies received from Mrs D Bogue, Miss A Late.

CLlr Crockford sent apologies that she would be late in attending.

574. DECLARATIONS OF INTEREST

None Submitted.

575. MINUTES OF LAST MEETING

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

Proposed by: CLlr D Richardson

Seconded by: CLlr P Ludwig

For 3

Against 0

Abstain 1

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

None.

577. CHAIRMAN'S REPORT

I. The Chairman gave a verbal report on activities and works at Hawkshill Freedown.

- Mr Coates of the Hawkshill volunteers is pleased with the number of volunteers that have joined the group.
- To ensure the area is not overmanaged, there may be a reduced need for weekly work by the volunteers during the spring and summer months.
- There is the possibility of guided walks to be held by Mr Coates' partner.

- The new noticeboard has been installed, information and volunteer contact sheets to be added by committee members.
- The group has also been approached by the Volunteer Bureau, a large group of approximately 15-20 volunteers are interested in finding a volunteer opportunity. As Hawkshill may be unsuitable for their use, an email to members asking is anyone if anyone is aware of other opportunities has been sent.

578. ADMIN REPORT

- NOTED-** Committee members received a written report regarding previous actions.

579. WALMER PEACE GARDENS

- NOTED-** Committee members received a written report from the Walmer Peace Garden committee.
The Town Clerk was contacted regarding the possible use of the Peace Gardens for the Summer Solstice, the location was however deemed as unsuitable.
- Committee received a written report regarding a storage container requested by WPG.
Resolved: Storage container to be purchased for a total of £426.95.
Proposed by: Cllr D Richardson
Seconded by: Cllr P Ludwig
For 4 Against 0 Abstain 0

Cllr Crockford arrived fifteen minutes into the meeting

Committee received a written report regarding new tools requested by WPG
Resolved: Staff to look for local suppliers for best value. Committee delegated authority to council officers to purchase tools up to £100.
Proposed by: Cllr D Richardson
Seconded by: Cllr P Ludwig
For 5 Against 0 Abstain 0

580. LOCAL CAMPAIGN 2024

A. WIB CAMPAIGN

- A framework draft for a marketing plan was received by the members of the committee, changes to be made once process is confirmed. Increased advertising via advertising magazines and social media will be required.
- A verbal report was given by the Chairman regard the new judging process. This will require input from the public, to nominate and vote on the winning locations. Opening it up to back gardens and other non-standard growing spaces. Submission will require photos of the gardens and information about the locations. A complete process to be written once finalised. Cllr L Ludwig to forward information from Ash Parish Council in Surrey for more information. If more formation is required then contact will be made with Ash council directly.
- A quote was forwarded to the committee for the purchase of new banners for the Walmer In Bloom campaign. Committee delegates authority to Cllr L Ludwig and Admin to complete the design.
Resolved: To purchase 2 large and 4 small banners for a total of £227.22
Proposed by: Cllr L Ludwig
Seconded by: Cllr D Richardson
For 4 Against 0 Abstain 1

- IV. Initial draft of a nomination form was forwarded to the WIB Committee members. Due to the inability of the current form to allow the submission of pictures, a new nomination system will be necessary. A QR code may be used to allow the public to vote for their favourite entry.
- Initial drafts of leaflets for the WIB campaign were forwarded to the WIB committee, changes will be required once the decision is made regarding the new process for the campaign. Leaflets will be distributed to the council office, several shops, cafes and restaurants in Deal and Walmer.

B. FLORAL DISPLAYS

- I. Alternative locations for the two planters outside the paddling pool will be reviewed. Cllr L Ludwig to measure both for possible reuse elsewhere.
- Council officers will be moving the planter outside the council offices during the decorating of the front. This planter may also be moved elsewhere.

Cllr Findley arrived ninety minutes into the meeting.

- II. The guardians of the WTC planters have been approached regarding the repainting of the planters, those being maintained by Ripplevale School will be repainted the same colour. Admin has forwarded that information to the school. Other planters will be repainted in a sage green.
- Walmer Parish Hall to be approached regarding planters outside the hall, if they require them to be moved or for new plants to be added.
- The current guardian of the planters in Upper Walmer may no longer be able to continue. We are waiting for confirmation from the guardian but Cllr Waite-Gleave will step in if we do not hear back.
- III. Two new planters are to be donated by Ripplevale School this year to replace those damaged planters at the RNLI.
- It has been suggested that the office planter be removed and replaced with smaller pots along the front. Cllr Richardson to research a proposal and costings for new pots and plants. Cllr Findley to forward pictures of planters currently in use by Sandwich Town Council. The planter will be moved from its current location due to repainting of the front façade of the offices.
- IV. Due to the use of suitable drought resistant plants at the RNLI planters and several others in Upper Walmer, it was noted that more may not be needed in the future.

C. SCHOOL AND YOUTH ACTIVITIES

- I. The displays for the poster competition will depend on the weather on the day of the Children's Festival, staff will erect display if required. Mounting clips to be checked and replaced if needed.
- II. The judging for the poster competition will commence once the posters have been delivered. Committee members to judge the posters to shortlist the finalists. Once the finalists have been decided, an email will be forwarded for further judging for the final winners.

Cllr Crockford left the meeting at this point.

D. WIB PRESENTATION

- I. A written report was received by the committee regarding the purchase of a new trophy for the WIB campaign.

Resolved: To purchase one shield trophy using the £100 donation and £23.50 from the Walmer in Bloom Budget.

Proposed by: Cllr P Ludwig

Seconded by: Cllr D Richardson

For 5

Against 0

Abstain 0

- II. Category decisions to be confirmed at the next meeting once the new judging process has been confirmed.

581. ISSUES FOR INCLUSION ON NEXT AGENDA

No items put forward; items can be sent into the office for consideration.

582. DATE OF NEXT MEETING

Tuesday 20th May 2025 at 17:30.

The meeting closed at 19:25.

Signed _____

Dated _____



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Minutes of the Events Committee held on Tuesday 22nd April 2025 at No 62 The Strand, Walmer at 5.30pm.

Present: Cllr Tony Grist (Chairman), Cllr Louise Ludwig and Cllr Adrian Friend.

Officer Present: Lynne Simmons – Events Officer.

629. WELCOME AND APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllr Richardson, Cllr Simpson and Cllr Crockford.

630. DECLARATIONS OF INTEREST.

No interests were declared.

631. OPENNESS AND TRANSPARENCY.

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

632. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Tuesday 25th March 2025.

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

Proposed by: Cllr Friend

Seconded by: Cllr Ludwig

For 3 Against 0 Abstain 0

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

None.

634. EVENTS BUDGET.

- i. Members received the budget and current financial position vs the agreed budget for 2025/26.
NOTED.

635. EVENT PLANNING CHILDREN'S FESTIVAL 2025.

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

RESOLVED. It was proposed that Cllr Grist should attend a "drop-in" session at Deal Radio to promote the event. Cllr Grist is available on Wednesday 28th May 25 and any subsequent Wednesday during June 25. The officer was actioned to confirm a date with Deal Radio.

Proposed by: Cllr Friend

Seconded by: Cllr Ludwig

For 3 Against 0 Abstain 0

Members discussed the number and variety of catering vendors confirmed for the Children's Festival. The officer reported that there has been no response from the recent Facebook post asking for local vendors who specialise in healthy/vegetarian offers.

RESOLVED. It was agreed that Cllr Grist should approach local traders to discuss the possibility of a "Children's Festival" special on the day, to gauge the level of interest in this initiative.

Proposed by: Cllr Friend

Seconded by: Cllr Ludwig

For 3 Against 0 Abstain 0

Members reviewed the draft festival webpage and event programme.

RESOLVED. A proposal was made to approve both the design of the page and the suggested event programme.

Proposed by: Cllr Ludwig

Seconded by: Cllr Grist

For 3 Against 0 Abstain 0

- ii. Members reviewed the updated site plan which has now been submitted to DDC as part of the Event Management Plan.

NOTED.

636. EVENT PLANNING BROCANTE 2025.

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

The officer reported that pitches were selling well with 120 of 140 pitches sold as of 22nd April 25. No charity pitches have yet been sold with a total of 4 set aside for this purpose. The officer was actioned to contact local charities directly to promote the event.

NOTED.

Members discussed the sourcing and provision of event car parking marshals.

The quote provided by Envisage Promotions of £214 plus VAT per marshal for the hours of 8am to 4pm on the day was noted.

Cllr Ludwig was actioned to follow up with the Rugby Club to discuss the possibility of volunteers from the club supporting this activity. The officer was also actioned to contact Kent Coast Volunteering to explore the possibility of their help and support with sourcing volunteers.

NOTED.

Members discussed the draft car parking options and agreed that Option A was the safest solution for both cars and pedestrians, with minimal two-way traffic flow in place using separate entrance and exits.

RESOLVED. It was proposed that Option A should be the car parking plan used to support the event management plan.

Proposed by: Cllr Ludwig

Seconded by: Cllr Friend

For 3 Against 0 Abstain 0

637. CHRISTMAS CAROLS AND CLASSICS EVENT 2025.

- i. The officer confirmed the date for the Christmas event has been moved and confirmed for Saturday 13th December 25.

Members also discussed the matting solution offered by DDC. A concern was raised over the additional work required to “lift and shift” the mats and how time consuming it would be for the event staff on the day to lay down, especially if the weather leading up to the event was particularly wet.

The officer was actioned to contact DDC to find out if the carpet solution proposed by Dallas Event Services would be a suitable alternative solution.

NOTED.

RESOLVED. Members agreed that the final decision on both matting and marquee solutions would be carried forward to the next Events meeting.

Proposed by: Cllr Friend

Seconded by: Cllr Grist

For 3 Against 0 Abstain 0

Members noted the changes to the event parking bay suspension charges by DDC.

NOTED.

638. SUMMER ON THE GREEN POSTER AND LEAFLETS 2025.

- i. Members reviewed the draft designs for the Summer 25 leaflets and poster.

RESOLVED. It was agreed to approve both designs in readiness for distribution.

Proposed by: Cllr Grist

Seconded by: Cllr Ludwig

For 3 Against 0 Abstain 0

639. FUTURE/OTHER EVENTS.

- i. Cllr Friend indicated that he would be keen to pursue the idea of an annual community awards evening, where volunteers and others could be thanked for their contribution to the community during the year.

RESOLVED. It was proposed to carry this idea forward to the next events meeting to explore this concept in more detail.

Proposed by: Cllr Friend

Seconded by: Cllr Grist

For 3 Against 0 Abstain 0

640. DATE OF NEXT MEETING

Tuesday 27th May 2025 @ 17.30pm.

The Chairman closed the meeting at 18.55pm.

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 8th April 2025 at 7.00pm at Elizabeth House, St Mary's Road, Walmer.

Present: Councillors:

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

Officers present: John Miles (Administration Officer)

611. APOLOGIES FOR ABSENCE

Cllr Lee offered apologies that were accepted.

612. DECLARATIONS OF INTEREST

None Submitted

613. OPENNESS AND TRANSPARENCY

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

614. A SHORT GUIDE TO PLANING COMMITTEE RECOMMENDATIONS AND CONDITIONS

Resolved- Noted

615. MINUTES OF THE PREVIOUS MEETING

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

Proposed: Cllr Blackwell

Seconded: Cllr Waite Gleave

For: 6 Against:0 Abstain: 0

616. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None Received

617. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description
25/00083	2 Harvey Avenue Walmer Deal CT14 7DW	Grant Consent	<p>Objection- Walmer Town Council objects to this application on the following grounds</p> <p>I. The tree is not causing damage to the location</p> <p>II. Amenity value of the tree as seen from the drill field opposite</p> <p>III. There is little to no actual overhang of the tree to the neighbouring property</p> <p>IV. That pollarding should be every three years as laid down by DDC Tree Officer.</p>	Re-pollard back to previous pruning points of one Sycamore (T1) the subject of Tree Preservation Order No 26 of 2023.
25/00035	59 Canada Road Walmer CT14 7EJ	Grant Planning Permission	No Objection	Erection of a single storey rear extension, rear dormer window, and rooflights to front elevation to facilitate a loft conversion (existing rear conservatory to be demolished)
24/01338	Heatherstone House Hawksdown Walmer CT14 7PN	Grant Planning Permission	<p>No Objection- However Walmer Town Council would like to consider imposing the following conditions on this application if it is approved.</p> <p>i. Walmer Town Council is concerned about the proposed loss of nine individual trees, one group of trees and part of another sets of trees. WTC would like a condition to have the trees replaced if removed.</p> <p>ii. Due to the flood risks in the area of Ray's Bottom, WTC would also request that the flooring to be put down as part of the extensive external works to be permeable to help reduce the amount of run-off water and soil from the property causing damage to the area below.</p>	Erection of two storey front and first floor rear extension including balconies/glass balustrades, single storey side extensions, front porch, wrap around raised terrace to include swimming pool, outbuilding/gym and associated external alterations (existing front porch to be demolished)
24/01330	35 Granville Road Walmer CT14 7LQ	Grant Planning Permission	No Objection	Erection of a part 2 storey, part 1 storey rear extension and rear terrace, with insertion of balcony door to front elevation
24/01263	15 Meryl Gardens	Grant Planning Permission	No Objection	Erection of a single storey rear extension

	Walmer CT14 7QH			
24/01206	Castle Cottage 30 Wellington Parade Walmer CT14 8AB	Grant Planning Permission	No Objection	Erection of single storey rear extension with erection of a link and roof extension to existing outbuilding and existing roof, along with associated external alterations.
25/00180	7 Meryl Gardens Walmer Deal Kent CT14 7QH	Grant Planning Permission	No Objection	Erection of two storey side extension
25/00095	397 Dover Road Walmer CT14 7NZ	Grant Consent	Objection: Walmer Town Council objects to this application on the following grounds: i. To protect the amenity value of the area.	Re-pollard back to previous points of one Lime the subject of Tree Preservation Order No 2 of 1969

618. PLANNING APPLICATIONS – NEW

- I. **DOV/25/00256- Flat 1, Little Sheen, 236 Dover Road, Walmer, CT14 7NP**
Replacement PVC windows.
Resolved: Walmer Town Council Supports this application after considering updated advice from Historic England regarding energy efficiency saving in conservation areas.
<https://historicengland.org.uk/images-books/publications/adapting-historic-buildings-energy-carbon-efficiency-advice-note-18/heag321-adapting-historic-buildings-energy-carbon-efficiency/>
Proposed: Cllr Blackwell
Seconded: Cllr Waite Gleave
For: 6 Against: 0 Abstain: 0
- II. **DOV/25/00331- Beach Hut Kingsdown Beach Adjacent To, Wellington Parade, Kingsdown,**
Erection of a beach hut (existing beach hut to be demolished).
Resolved: No Objection
Proposed: Cllr Blackwell
Seconded: Cllr Simpson
For: 6 Against: 0 Abstain: 0
- III. **DOV/25/00238- The George, 1A Herschell Road East, Walmer, Deal, CT14 7SQ**
Erection of 2 storey rear extension.
Resolved: No Objection
Proposed: Cllr Waite Gleave
Seconded: Cllr Bond
For: 5 Against: 0 Abstain: 1
- IV. **DOV/25/00370- Touchwood, Hawksdown, Walmer, Deal, Kent, CT14 7PN**
Erection of single storey rear and side extension with rooflights. Erection of outbuilding and alterations to existing garage.
Resolved: No Objection
Proposed: Cllr Simpson
Seconded: Cllr Bond

For: 6 Against: 0 Abstain: 0

619. PLANNING APPEALS

- I. **DOV/25/00007/S78- 49 The Strand, Walmer, Kent, CT14 7DX**
Replacement and extension of first floor balcony with glass balustrade. Erection of second floor balcony and glass balustrade. Replacement windows and doors.
Resolved: No Change to the already submitted comments by Walmer Town Council.
Proposed: Cllr Blackwell
Seconded: Cllr Grist
For: 5 Against: 0 Abstain: 1

620. DATE OF NEXT MEETING

Tuesday 13th May 2025 @ 7pm
The meeting closed at 19.40.

Signed Dated

Bank Balances as at 30/05/25

Charity Bank	£100,000.00
Redwood bank	£100,000.00
Unity Trust current	£36,341.32
Unity Trust Deposit	£256,121.67
Total	£492,462.99

WALMER TOWN COUNCIL INTERNAL AUDIT REPORT 2024-25

Attach 7

I am pleased to report to Members of the Town Council that I have completed my internal audit of the Town Council's records for 2024-25 and have been able to complete the Annual Internal Audit Report for the 2024-25 Annual Governance and Accountability Return.

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

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

I would like to take this opportunity to thank your Clerk for the assistance given to me in the conduct of the audit that took place on 14 May 2025.

PREVIOUS AUDITS:

External Audit Certificate 2023-24:

Mazars issued their certificate on 22 August 2024 without comment or qualification. Their covering letter dated 28 August included a "minor scope for improvement" item for a blank box 11 on the Accounting Statement. The e-mail with the certificate and covering letter did not reach the Council until October 2024 and the Council considered them at its meeting on 6 November 2024.

Internal Audit 2023-24:

Nothing to follow up from 2023-24.

FINDINGS THIS VISIT:

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

I found the financial records to be accurate and up to date. I found nothing in the minutes to indicate any issues around legal obligations, the council's actions or its general functioning.

The Council asked me to review Standing Orders, Financial Regulations and Risk Management at my interim visit planned for autumn 2024. I had a health problem that prevented the interim visit from taking place and since then the Council has reviewed its SOs and FRs and is working on risk assessment. I have discussed the situation with the Clerk and agreed that my review take place this autumn. In the meantime I am available to assist with issues arising.

I have nothing further to report.

Lionel Robbins
Independent Internal Auditor
17 May 2025

Annual Governance and Accountability Return 2024/25 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - Sections 1 and 2 **must** be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

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

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

Publication Requirements

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

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

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

Annual Internal Audit Report 2024/25

WALMER TOWN COUNCIL

WWW.WALMERCOUNCIL.CO.UK

AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ NONE
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

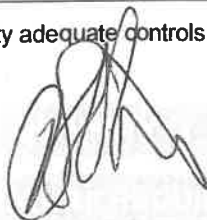
Date(s) internal audit undertaken

14/05/2025

Name of person who carried out the internal audit

LIONEL ROBBINS

Signature of person who carried out the internal audit



Date

14/05/2025

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

WALMER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

and recorded as minute reference:

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

Chair

Clerk

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Section 2 – Accounting Statements 2024/25 for

WALMER TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	198,122	246,597	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	246,120	249,190	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	16,350	19,651	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	106,570	102,492	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	15,127	15,127	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	92,298	113,300	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	246,597	284,519	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	247,686	279,313	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	486,251	487,727	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	223,744	212,883	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

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

as recorded in minute reference:

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

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

WALMER TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Item: Outdoor Gym

Date: 29th May 2025

Full Council Meeting Wednesday 4th June 2025

From: Lynne Simmons on behalf of the outdoor gym working party

Work has continued on several strands of this project. This report provides a general update on progress made to date as well as the next steps to be taken.

Gym Design

A local fitness consultant who holds a senior position at one of the leading providers of gyms in London, has supported us to identify the right mix of equipment which will support project objectives. She has kindly provided her time free of charge, and we now have a preferred final gym design which meets agreed objectives, as detailed in Appendix 1 of this document.

Please note the colourways depicted in Appendix 1 may need to change as pictured below, to better fit with the initial Pre-Planning feedback received.



Planning

Pre-Planning advice has been sought and responses received. The conclusion is positive, although not binding, stating that “the community use is supported in this location in principle”.

We have been asked to provide the following as part of a planning application:

- Application form (including ownership details).
- Relevant drawings including a site location plan along with scaled existing and proposed plans and elevations.
- A Planning Statement/Heritage Statement.
- Design and Access Statement.
- Flood Risk Assessment.

The application process should take up to 8 weeks, which includes a consultation period with neighbouring properties.

The next step is to appoint a suitably qualified company/individual who can now produce the necessary drawings, reports and support us with all aspects of the application process. To this end contact was made with a local Chartered Architect last week and a further update in terms of fees associated with this element of the project will be provided once confirmed.



DDC Licence

The location of the proposed gym required us to approach DDC to obtain a “Licence” to use the land. Several emails have been exchanged with DDC over the past months to clarify the terms of the licence.

On 23rd May 25, we were advised by the Principal Valuer at DDC (Nicola Fairhurst) that the legal department at DDC have now decided they will not issue licences for longer than 1-2 years at most, so the agreement will need to be a lease, which would be for a maximum 15-year term.

We were also advised that there is now a new approach to the calculation of ground rent. The adopted new approach is that a “best value rent” is put in the lease and then a grant can be awarded which may or may not cover the cost of the rent. We have been advised that it is a discretionary grant which requires input from both WTC and Nicola Fairhurst (as the Principal Valuer) to prove it is providing a service to the community and assisting well-being etc. The estimated “best value rent” value provided for the beach location is between £2-3k per annum.

This recent communication requires further explanation and clarity. There is no indication of timeline now involved or the process to be followed to secure such a grant, although we understand that our project is due to be raised with the new property portfolio holder. I believe it would be helpful at this point to widen the conversation about our plans for this community asset to include appropriate DDC members to find a resolution to these issues as a matter of some urgency. This has the potential to have a significant impact (timing and financial) on this project.

Funding

You will recall that the recent Funding Strategy document presented to Full Council referred to a sum of £33.9k S106 developer contribution re the Wellington Paddocks development, specified as an *“Outdoor Sports Contribution towards the costs of increasing the capacity of recreational sites within Deal”*.

It has since been confirmed that this amount has not yet been allocated to any projects which is positive news, plus the application process for the S106 funding has also been clarified.

However, to apply for the funding, a planning application number is required. The intention is therefore to apply for S106 funding as soon as a planning application has been submitted.

Community Action Plan

The working party have created a community action plan, along with a feedback form which has been used as a basis for discussion with several local groups and organisations to good effect. Individual meetings have been held to discuss the project, and these conversations have resulted in establishing several further useful contacts. These conversations and community involvement evidence will be key to support any future application to national funding organisations such as Sport England or the National Lottery.

We have also recently met with KCC Whole System Obesity Officers for both East and West Kent. Our project meets one of their top three strategic objectives and they have already provided some useful health /physical activity related data for this area. They will provide supporting statements for any funding bid we move forward with, as well as helping us to access other groups via their network of physical activity groups across the County. They also have a wealth of knowledge and understanding of the barriers in accessing sport/physical activity and will be invaluable to us as we move forward with this project.



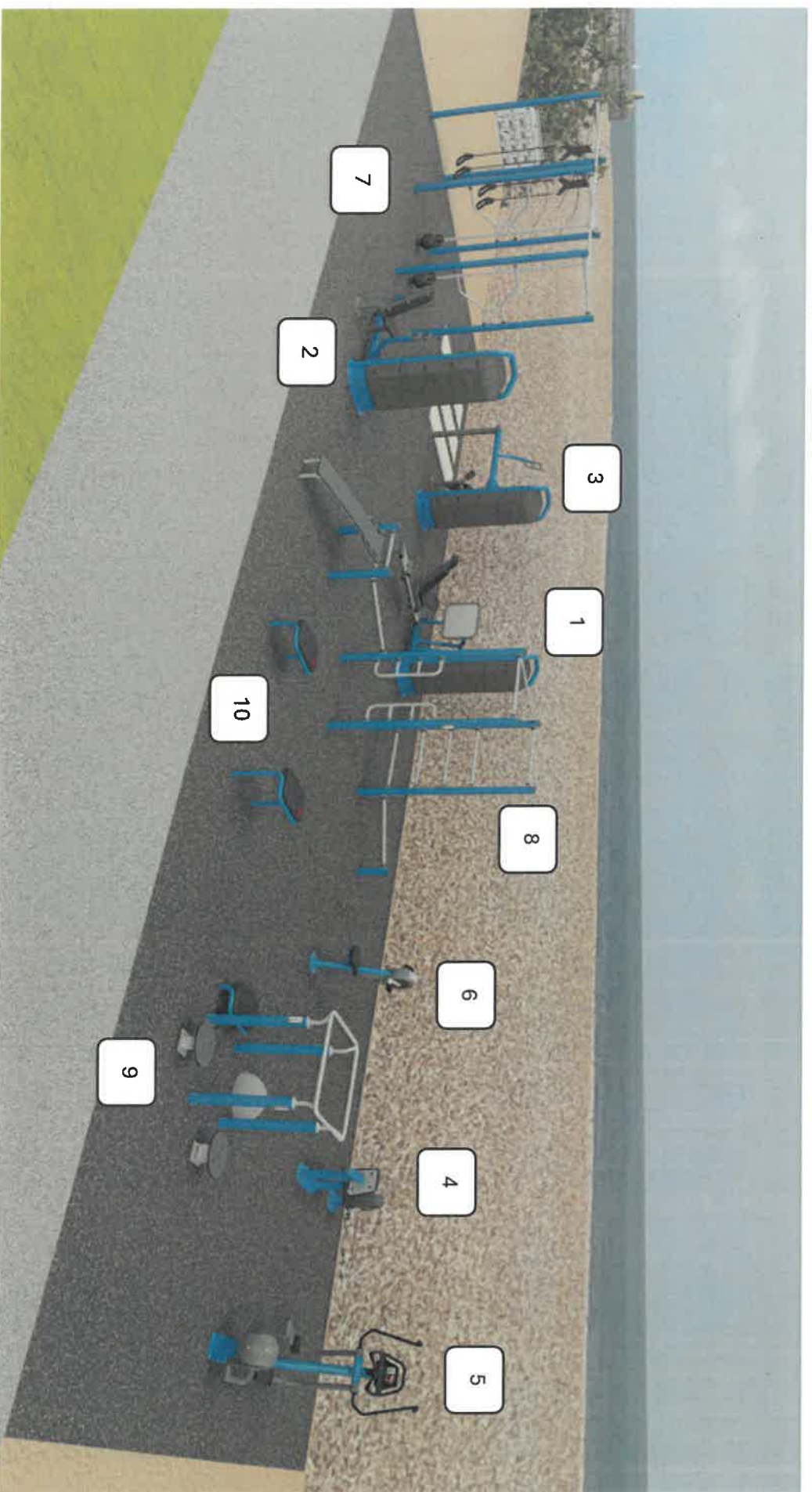
We have also been invited to the next meeting of a newly formed Dover District Health Alliance, so we are looking forward to joining this group and raising further awareness of our project.

Summary

In most areas good progress has been made, although as expected external factors have meant that the provisional dates included within the Draft Project Plan have now slipped. The project plan will be updated and circulated shortly to reflect all known movements.

The critical and most urgent issue to now resolve is the current DDC position over the granting of a suitable lease and any associated costs involved. We also require clarification over the purpose of charging a “best value rent” for what will be a free community asset (the outdoor gym will not be a commercial activity), together with a commitment for awarding a grant to cover all “best value rent” charges deemed appropriate.

Appendix 1: Draft Design Walmer Beach Outdoor Gym



Draft Equipment List:

Group 1: Resistance Equipment:

1. Leg Press 2. Chest Press or Pull Down 3. Shoulder Press

Group 2: Cardio Equipment:

4. Recumbent Bike 5. Cross Trainer 6. Arm bike

Group 3: Cross Training Equipment:

7. Magnetic Bells & Suspension Trainer 8. Overhead ladder & bench combination

Group 4: Balance & Mobility Equipment:

9. Balance station 10. Steps

Walmer Town Council Risk Statement

Attach 10

1. Physical Assets				
Risk	Control	Risk Level	Action	Risk after mitigations
1.a. Loss or significant damage to assets	1.a.1. Register of assets	Moderate	An Asset Register has been compiled. Equipment is included at original and at replacement value.	Low
	1.a.2. Buildings and street furniture insured and value adjusted annually.		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		Insurance obtained	
			Asset register reviewed and updated every march to comply with insurance valuations. Checked Jan 25	
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).	Moderate	Maintenance issues addressed as soon as Clerk notified	Moderate
	1.b.2. Risk assessment of Hawkshill Freedown, Drill Field and MUGA, York and Albany Close and Campbell Allotments		Document updated if new amenities added or circumstances change.	
	1.b.3 Safety Inspections of Hawkshill Freedown, Drill Field and MUGA, York and Albany Close undertaken by individuals twice yearly. Safety inspection of Campbell Road Allotments and all WIB planters undertaken annually.		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.	

1. c Damage to office or assets or data by fire or flooding, leading to loss of use of the office or loss of data.	<p>Testing of fires extinguishers, and electrics carried out yearly.</p> <p>Office fire risk inspection carried out yearly.</p> <p>Fire alarms connected to alarm system and serviced yearly.</p>	<p>Office and assets are fully insured.</p> <p>Data is saved on SharePoint which is a cloud drive and therefore any loss of computers would not effect data storage.</p> <p>Financial records are saved on Edge IT's servers which backs twice a day.</p> <p>SharePoint allows access from any computer attached to the internet.</p> <p>Deeds and other important documents are stored in a fireproof safe.</p> <p>In the event of building not being accessible the Clerk has a laptop at home with direct access to the network, other members of staff would be able to access via home computers or work laptops.</p> <p>A decision would have to be taken depending on availability about whether a short term temporary office space is required for meeting the public.</p> <p>Internet site is stored on an offsite server with regular back ups.</p>	Low
1. d. Loss of Members or volunteers causes work on Hawkshill or the Peace Garden to cease or be interrupted. Loss of experienced volunteers and their understanding of interpreting the management plan and work schedules would impact on the progress of work.	<p>Details of Volunteers kept on file in the office.</p> <p>Hawkshill has a preferred contractor for works.</p>	<p>Officers can step in to act as contact points between Walmer Town Council and the volunteer groups. Although as they do not attend volunteer sessions they will not be up to speed with work being carried out.</p> <p>Contractors can be used to pick up work that is urgent that has been missed or in the case of all the volunteers leaving, a reserve for Hawkshill will be available if required.</p> <p>Work schedule template created for year, knowledge shared between multiple people.</p>	Moderate

2. Financial 2.a. Inadequate financial controls and/or records	2.a.1. Standing Orders and Financial Regulations in place with annual review. 2.a.2. Regular bank reconciliations (done monthly by the Clerk) approved quarterly by F&GP.	Low	NALC Model Standing orders 2018 adopted September 2018 minute 5551 NALC model Financial Regulations 2016 updated October 2022	Low
2.b. Loss through fraud, corruption or collusion.	2.b.1. <i>Approval of expenditure and system for payments/receipts:</i> <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; - monies received paid into bank immediately and receipts issued if necessary; and 2.b.2. <i>Electronic banking procedures as follows:-</i> <ol style="list-style-type: none"> 1. A schedule of payments is presented at council meetings and all transactions noted. 2. Two signatories are allocated for electronic authorisation. 3. Signatories are passed invoices for checking when asked to approve online to check values match. 4. Once the second signatory ticks the payment off, the payment will leave the account either immediately or at the time scheduled by the Clerk. 2.b.2. Annual Review of effectiveness of internal audit and system of internal control	Moderate	Financial Regulations adopted November 2016 and reviewed bi-annually cover all these risks. Last update May 2024. Cllrs Murray, Simpson, Bond, L Ludwig and Jull appointed Professional internal auditor appointed.	Low

2.c. Non compliance with legislation on employer/ee liability.	2.c.1. Insurance is in place for the clerk.	Moderate	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.	Moderate	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.	Moderate	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.	Low	Monthly reports presented to Town Council. Quarterly reporting to Finance and General Purposes.	Low
2.g. Non compliance with borrowing regulations	2.g.1. Procedures for dealing with, and monitoring of, loans received	Low	PWLB loan paid via direct debit twice a year. Reported via the AGAR yearly.	Low
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.	Low	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.	Low
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 2.i.3. Developing systems of performance measurement	N/A Low N/A	Currently no partnership agreements are in place. Recorded on accounting systems. No partnership agreements in place at the present time.	N/A Low N/A
2.j. Damage/injury to third party property or individuals	2.j.1. Public Liability insurance cover is in place. 2.j.2. Annual review of land maintenance contracts 2.j.3. Verification of insurance cover of service suppliers when contract given.	High N/A Moderate	Insurance cover reviewed in March 2025. No land maintenance contracts in place All contractors to provide evidence of public liability insurance.	Moderate N/A Moderate

2.k. Non compliance with 'Employer Liability' requirements.	2.k.1. Compliance with employment laws - employer liability insurance held	Moderate	Insurance cover reviewed March 2025. Reviewed with internal auditor Feb 2023.	Low
	2.k.2. Compliance with Disability and Discrimination Act	N/A	Office complies with the Act as far as is practicable. Ramps available for access via rear.	N/A
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.	Moderate	KALC membership for expert advice. Internal auditor also able to provide advice Local council administration – Arnold Baker current edition 12 th edition in office	Low
	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.			
3.b. Non compliance with relevant legislation.	3.b.1. The Council's acknowledgement of Acts recorded in the minutes and documented.	Low	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	Low
c. Non compliance with procedures when electors wish to exercise their rights of inspection.	3.c.1. Documented Procedures: - council's publication scheme, in compliance with Freedom of Information Act, on website - minutes and agendas displayed on the Website - audit notices and audited accounts displayed on the notice boards in accordance with Audit Regulations.	Low	Notice of agendas and agendas are displayed prior to meetings on Website full agenda and in office window a basic version of agenda. Notices are published with basic agenda. Compliance with Accounts and Audit Regulations etc carried out for 2021/2022 Final Accounts.	Low

3.d. Inadequate reporting of Council business.	3.d.1. Timely preparation and distribution of agendas and minutes for all meetings.	Low	Low	Clerk distributes agendas and places copies on website at appointed times.	Low
	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.				
	3.e.1. Safe storage of legal business:				
3.e. Inadequate documentation: - loss, damage, incomplete; - no evidence to support decisions; and - no evidence of adequate stewardship or performance of council.	- old Minutes and Town Records to be properly and safely archived and added to electronic storage	Moderate	Moderate	All current records are safely and securely stored at Town Office. Fireproof and waterproof filing cabinet ensures documents secure.	Low
	- deeds and legal documents for all Town Council owned lands are securely kept.				
3.f. Councillors allowances not made in compliance with legislation.	3.e.2. Documented procedures for:	Low	Low	All correspondence and documentation relevant to council business is recorded is scanned on receipt and is filed appropriately and kept secure.	Low
	- receipt/response and handling of documents; - responding to consultations; - dealing with enquiries by the public; and - dealing with complaints by the public.				
3.f. Councillors allowances not made in compliance with legislation.	3.f.1. Register kept of all allowances paid.	Low	Low	Displayed on web-site. All allowances made through PAYE.	Low
	All allowances paid to be published at the end of the Financial year on the Town Council website.				

3.g. Clerk unavailable.	3.g.1 Written procedures to cover the temporary or permanent loss of the Clerk's services.	Moderate	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.	Low
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.	Moderate	Code of Conduct adopted, all members receive a copy	Moderate
	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.)	Moderate	Code of Conduct adopted, all members receive a copy	Moderate
	4.b. Inappropriate action/conduct by Town Council/Councillors.	Moderate	Code of Conduct adopted, all members receive a copy	Moderate
	4.c. Inadequate risk management. Poor performance/stewardship by Council.	Moderate	Next review due in May 2026.	Moderate



Item: Parking and Lighting on the Access Road.

Date: 29/05/25.

Meeting: June Full Council.

From: Roland Aldred.

At the April meeting members agreed to the following recommendations from Cllr L Ludwig

“To investigate the options and costings to stop parking on the opposite side of the road to the charging points, for implementation before the NHS unit moves off site.”

And

“To work with the Rugby Club and electricity suppliers to establish a fair and sensible solution to maintaining and paying for street lighting.”

The Clerk has been reviewing the paperwork associated with the various agreements and permissions associated with the transfer of the land, access and agreements made between residents, the Rugby Club and Council.

Parking on the Access Road

Several options are available to the council to try to prevent parking, the issue is that if people park inconsiderately, with out enforcement these options may not be effective.

The road itself is approximately 50m in length where cars are parking.

Residents and the Rugby Club have right of access over the road for access to their properties, the council have previously taken legal advice, and it was felt that although access was required it did not mean that parking needed to be prohibited. However, the Council do maintain a requirement to provide access for emergency vehicles, we have requested that the local fire station go up on a Sunday when the road is at its busiest but have received no response so far.

Options

Planters

Placing planters at specified locations along the road to effectively make the road a single lane with passing points. Large planter (length 2m) placed with a 6m gap between each planter along the road, this would require six planters to be placed on the roadway initial quote from one supplier has been received at a cost of £7,800 for the planters. Additional

costs of soil at approximately £800 and the cost of the planting. Volunteers would need to be sought, or a contractor sought to tend to the planters. Due to the required length of passing points, it would be possible for cars to park in these passing points should someone ignore the no parking warnings.

Line painting

Placing double yellow line on the left-hand side of the road as you look toward the rugby club. KCC's contractor has been contacted for a quote. Currently beyond the three charging bays there are already double yellow lines which in busy periods are ignored. DDC are unable to enforce any painting of double yellow lines. The contractor has also been contacted about refreshing the hatch markings outside of the gate to the resident's car park at the church.

Fencing

Quotes for fencing have been sought to narrow the road, the potential issue here is that if the road is to be narrowed it will still need to be possible for cars to pass each other, should it be wide enough for cars to pass each other it would be wide enough for people to park and still get a second car through.

Signage

Cost for an a4 sized sign with a post fitted is approximately £250 3 or 4 signs would be required along the length of the road to ensure it was clear that no parking was permitted.

Enforcement

The Clerk was given information about Fletchers Way in Deal which appears to have similar issues and has signage up for enforcement. The company that operates the enforcement has no online presence and at the point of writing this report I have not been able to get through on the telephone.

Lighting

Reviewing the history a Clerk's file note was found that states an agreement to pay the rate of electricity unit charge x 94.3 KWh per light.

As per previous agreement

To agree with the rugby club to pay the charge based on current average charge this would be 25.73 per KWh (this may vary depending on rugby club contract), so yearly bill would be in the range of £80 provided the Rugby Club had a competitive deal.

Install new box

Awaiting quotes from electricians for this, this would involve a new box being installed and WTC signing up to a new contract for electricity to power the lights

Pence

Switching off the lights

Again, awaiting electrician quotes this would simply switch off the light and no further cost would be incurred lights could be left in situ, this may raise questions from the public as to why there were lights present but not used.



Item: Public Toilets.
 Date: 29/05/25.
 Meeting: Jun 25 Full Council.
 From: Roland Aldred.

At the February 2025 Full Council Meeting, Members agreed to pay £23271.58 towards the operating costs for 2024/25 of the public toilets at Granville Road and Marke Wood. Members were made aware at that time that the 2025/26 costs would include a 5% increase in costs.

Dover District Council have now put forward the requested contribution of £24,435.16 this is a 5% increase on previous year, as previously noted to Members. The request is to pay the contribution in 4 payments of £6108.79. The payments would be made quarterly at the end of June 2025, September 2025, December 2025 and March 2026.

As we have previously agreed to pay the 5% increase for 2025/26 the Clerk is looking for permission to pay £6108.79 on the last working day of the quarter to DDC in regards to this matter

Members to decide

