



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

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Dated 30<sup>th</sup> January 2026

You are hereby summoned to attend the COUNCIL MEETING of WALMER TOWN COUNCIL to be held on Wednesday 4<sup>th</sup> February 2026 Walmer Parish Hall, Dover Road, Walmer.

At 7.30pm.

A handwritten signature in blue ink that appears to read 'Roland Aldred'.

**Roland Aldred**  
Town Clerk

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## 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**

Attach 2

To approve the minutes of the Council meeting of the 14<sup>th</sup> January 2026.

**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 receive.
  - b. Finance & General Purposes – minutes from the 26<sup>th</sup> November 2025. Attach 3
  - c. Walmer in Bloom – minutes from the 18<sup>th</sup> November 2025. Attach 4
  - d. Events Committee – Minutes from 19<sup>th</sup> November 2025. Attach 5
  - e. Planning Committee – Minutes from 9<sup>th</sup> December 2025 Attach 6
  - f. Climate Emergency Working Group – No minutes to receive.
- 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. Finance & General Purposes – minutes from the 22<sup>nd</sup> January 2026.
  - b. Walmer in Bloom – minutes from the 15<sup>th</sup> January 2026.
  - c. Planning Committee – Minutes from 6<sup>th</sup> January 2026

**10. REPORT OF THE CLERK**

To receive a report from the Clerk on matters received.

**11. FINANCIAL REPORT**

For noting:

- a. Bank balances. Attach 7
- b. Committee budgets. Attach 7
- c. Monthly statement for January 2026.

**12. GRANT**

To decide on recommendation from the Finance and General Purposes Committee on a Grant application from the Deal Society for £100.

**13. COMMUNICATION STRATEGY**

To receive a draft communication strategy for approval.

Attach 9

**14. ICT POLICY** Attach 10  
To receive a draft Information and Communication Policy for approval.

**15. MEETING DATES** Attach 11  
To receive a draft calendar of meeting dates for approval.

**16. TOWN OF CULTURE 2028** Attach 12  
To receive an invitation from Dover District Council to apply for the first ever UK wide Town of Culture.

**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. OUTDOOR GYM** ENC 1  
To receive a written update on the outdoor gym project and to receive and decide on:  

- i. Recommendation of the Working Party for supplier of gym equipment.
- ii. To receive a written update on the planning permission and agree up to £5000 as a contingency against the amendments required to meet the for need for biodiversity net gain.
- iii. To agree to take remaining funding of £36,000 out of council reserves if alternative funding measure are not available.
- iv. To discuss and explore possibilities for local Business sponsorship and if supported, agree on rationale to be used for approach and which companies to approach.

**19. DRILL FIELD LEASE** ENC 2  
To receive written advice from Council Solicitors on the Drill Field lease and agree next actions

**20. DATE OF NEXT MEETING**  
4th March 2026.

## Declarations of interest

### Disclosable Pecuniary Interest (DPI)

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

### Other Significant Interest (OSI)

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

### Voluntary Announcement of Other Interest (VAOI)

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

#### Note to the code:

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



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**DRAFT Minutes of the Meeting of Walmer Town Council held on Wednesday January 14<sup>th</sup> 2026 – 7.30 pm at Walmer Parish Hall, Dover Road, Walmer.**

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

**Officer Present:** Roland Aldred, Town Clerk.

**401. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs K Lee, Cllr E Crockford, Cllr S Waite-Gleave and Cllr P Findley.

**402. DECLARATIONS OF INTEREST**

Cllr P Jull declared a VAOI on item 418 as a member of the board of trustees of the Deal and Walmer Community Association who run the Landmark Centre.

**403. OPENNESS AND TRANSPARENCY**

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

**404. CHAIRMAN'S REPORT**

Cllr Bond reported:

- i. Walmer Town Council had been approached by a local newspaper for a comment on the proposed accessible beach project from DDC. Walmer Town Council have not been consulted by DDC on this project and therefore Cllr Bond, so as not to represent WTC views without the council having discussed this, did not provide comment. Cllr C Vinson of DDC explained that at DDC an agreement that funding will be allocated to the budget had been agreed but detailed plans of location and design have not been completed. Once the plans are completed WTC will be consulted.
- ii. A street trading license has been granted by Dover District Council for a burger van in the layby at the top of Court Road. Members of the Planning Committee stated that a robust objection had been submitted from WTC at the October Planning Committee meeting, siting the National Planning Policy Framework which states that permission should be denied to fast food outlets where they are within walking distance of a school.

#### **405. MINUTES**

Members received the minutes of the Council meeting held on Wednesday, 5<sup>th</sup> November 2025.

**RESOLVED:** To approve the minutes and ask the chairman to sign these.

Proposed by Cllr A Friend

Seconded by Cllr M Eddy

For 11      Against 0      Abstain 0

#### **406. REPORT ON ACTIONS FROM THE LAST MEETING**

The Clerk reported that as requested an item had been taken at the December Amenities and Environment Committee about the role of water companies in the planning process and the levels of testing of sea water. The Amenities and Environment Committee resolved to write letters from Walmer Town Council to the government asking for the Water Companies to have a greater role in planning as described in the Independent Water Commission report of July 2025. A further letter was written to request expanded sea water testing measures were put in place.

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

- i. No members of the public were present.
- ii. Cllr Martin Paul of KCC reported:
  - a. That he had met with officers of the Environment Agency to try to get to the root cause of the two poor water quality results of 2025 and 2024. Responses from the Environment Agency have been slow and he is pushing for a response.
  - b. As part of the Active Kent project, additional dropped kerbs in Walmer along Dover Road are being planned. The Clerk noted that these align with the report Walmer Town Council working with the Speaking Up Group provided to Kent County Council.
  - c. Cllr Paul still had £1,200 of his members grant remaining to award for projects in this financial year and any interested parties should contact him.

Cllr Chris Vinson of Dover District Council reported:

- a. The next round of information on the Local Government re-organisation is due out in early February this may eliminate some of the options put forward by councils.
- b. The DDC settlement with the government has been agreed and is a 0% increase in payment to DDC which represent a real time reduction due to inflation.
- c. DDC's Budget will be published in February.
- d. DDC's list of fees and charges has been agreed at the Cabinet. Car parking fee increases have also been agreed by the Cabinet.
- e. The public toilet cleaning contract has been extended for one year.
- f. Cllr Vinson has been working on the ownership of the pathway between Court Road and Station Drive.
- g. The Rays Bottom planning application has been submitted.

Cllr Susan Beer Chairperson of Dover District Council and a member of Deal Town Council reported that clearer signage had been provided in respect of the current advice on water quality. Additionally Deal Pier is also displaying this information.

#### **408.CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS**

No relevant information to Walmer on the most recent reports. However, Walmer Town Council experienced a theft over the Christmas period of a sign from Hawkhill Common, this has been reported to the Police.

#### **409.COMMITTEE REPORTS AND MINUTES**

- i. To receive any reports and any agreed minutes as follows:
  - a. Amenities & Environment – minutes from 25<sup>th</sup> September 2025.
  - b. Finance & General Purposes – minutes from the 24<sup>th</sup> July 2025.
  - c. Walmer in Bloom – minutes from the 2<sup>nd</sup> September 2025.
  - d. Events Committee – Minutes from 16<sup>th</sup> October 2025.
  - e. Planning Committee – Minutes from 7<sup>th</sup> October and 11<sup>th</sup> November 2025
  - f. Climate Emergency Working Group – minutes from 18<sup>th</sup> September 2025.

**RESOLVED** – To accept the minutes of the committees.

Proposed by Cllr A Friend

Seconded by Cllr M 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. Amenities & Environment – minutes from 2<sup>nd</sup> December 2025.
  - b. Finance & General Purposes – minutes from the 26<sup>th</sup> November 2025.
  - c. Walmer in Bloom – minutes from the 18<sup>th</sup> November 2025.
  - d. Events Committee – Minutes from 19<sup>th</sup> November 2025.
  - e. Planning Committee – Minutes from 9<sup>th</sup> December 2025
  - f. Climate Emergency Working Group – minutes from 13<sup>th</sup> November.

**RESOLVED** – To note

Proposed by Cllr M Eddy

Seconded by Cllr A Friend

For 11

Against 0

Abstain 0

#### **410.REPORT OF THE CLERK**

The Clerk reported:

- i. The legal advice from the solicitor about the drill field lease is due to be returned this week.
- ii. Signage from the front of the office is estimated to be delivered and fitted on the 23/1/26
- iii. The Clerk is investigating an old video screen previously used at No 8 to be hung in the window.
- iv. The new office door will be fitted in early February.
- v. The Clerk attended a meeting at Deal Town Council about the sea water quality, local Councils and Southern Water attended, along with several local groups who have an interest in the sea water quality. Deal Town Council have asked if Walmer Town Council would put on the next event. Members were happy to receive a proposal to do so.

## 411. FINANCIAL REPORT

### i. Monthly bank balances.

Members received the bank balances

Financial information as at 31/12/25

Bank

Balances

Charity Bank	£105,962.04
Redwood Bank	£104,000.41
Unity Trust Current	£18,861.23
Unity Trust Deposit	£159,884.82
<b>Total</b>	<b>£388,708.50</b>

### ii. Committee Budgets

Members received the committee budgets year to date

Committee budget vs spend 2025/26

Committee	Budget	Spend	notes
Amenities and Environment	£25,400.00	£ 14,625.40	includes CEWG
Events	£15,000.00	£ 9,733.00	
Finance and General Purposes	£ -	£ -	
Human Resources	£ -	£ -	
Planning	£ -	£ -	
Walmer in Bloom	£23,300.00	£ 8,690.17	includes Hawkshill and Peace Garden

### iii. Monthly Finance report

Members received the November and December 2025 monthly financial report.

Financial update for month of November 2025		
Payments	For	Amount
Who		
RNLI	Charity Donation	24.94
RS Components	Thermal Camera Calibration	124.20
Apex Clean Ltd	Office Cleaning	160.00
British Gas	Utilities Bill	69.88
Boston Seeds	Daffodil Bulbs for Hawkhill	113.99
Viking	Stationery	251.79
Dongguan, YuXianYinXiangSheBei Co Ltd	Wifi Adaptor for Officer use	11.98
LA G Distribution	Fuel for Hawkhill tools	73.98
Mitec	Telecoms	140.20
Public Works Loan Board	Repayment of Loan for purchase of No 62	7,563.40
Young's Nurseries	Compost and Vouchers for WIB Planters	176.00
Dave Halpin	Window Cleaning	12.00
Mazars	External Audit review	756.00
HMRC (PAYE/NI)	Tax and National Insurance	1,841.88
Lloyds Bank	Bank Charges	3.00
Gazen Salts Nature Reserve	Cutting of grass at Hawkhill and WPG	435.00
Kent County Council	Highways improvement	7,000.00
Allotment Holder	Allotment deposit return	100.00
Sandwich Glass	Deposit for new door	1,834.00
Admin Assistant	Salary	1,631.36
Clerk	Salary	2,486.94
General Assistant	Salary	1,436.22
Kent County Council Local Government Pension Scheme	Pension Payments	2,260.71
Rich Rhythms	Deposit for Children's Festival	100.00
Unity Bank	Bank Charges	9.90
<b>Total</b>		<b>£28,617.37</b>
Balance at end of month		£393,514.80
This month spend		-£28,617.37
% of yrs precept for month		10.95%
Total net spend YTD		-£147,110.24
% of precept YTD		56.30%

Receipts	For	Amount
Who		
Total		£0.00

Last year	-£26,318.37
% of precept for month	-10.56%
Total spent LYTD	-£126,931.38
% of precept LYTD	-50.94%

## Financial update for month of December 2025

Balance at start of month

Payments		
Who	For	Amount
British Gas	Utility Bills	£106.26
Business Stream	Utility Bills	£270.17
PRS	Music Licence	£155.58
Viking	Stationary	£64.03
Atman	PAT Testing	£63.11
Walmer Churches	Meeting Room Hire	£70.00
Edge IT	IT Licence	£1,437.98
Apex Clean	Office Cleaning	£160.00
Mitec	Telecoms	£140.20
Planning Portal	Planning Application-Outside Gym	£379.00
SWCAA	Allotment Insurance	£5.00
Lloyds Bank	Bank Charges	£3.00
Wantsum Medical	Deposit for Events	£178.23
HMRC (PAYE/NI)	Tax and National Insurance	£1,842.08
The Potting Shed	Installation of fencing at Drill Field	£4,428.00
Sign Boy	New Sign for Council Offices	£190.00
Cllr S Waite-Gleave	Expenses claim	£42.40
DDC	Public Toilet Contribution	£6,108.79
Staff	Salaries	£5,554.52
KCC LGPS	Pension Payment	£2,260.71
Unity Bank	Bank Charges	£9.30
Total		£23,468.16

Balance at end of month	£372,666.24
This month spend	-£20,848.56
% of yrs precept for month	7.98%
Total net spend YTD	-£167,958.80
% of precept YTD	64.28%

Last year	-£13,424.33
% of precept for month	-5.39%
Total spent LYTD	-£140,355.71
% of precept LYTD	-56.32%

**RESOLVED** – Members agreed to note the bank balances, committee budget positions and monthly finance updates.

Proposed by Cllr P Jull

Seconded by Cllr D Richardson

For 11 Ag

## 412. BUDGET AND PRECEPT

Members received a recommendation from the Finance and General Purposes Committee for a budget and precept for 2026/27

**RESOLVED** – To accept the budget as recommended.

Proposed by Cllr P Jull

Seconded by Cllr P Ludwig

For 9      Against 0      Abstain 2

**RESOLVED** – To set the precept at £259,922.65 which represent a 0% increase year on year.

Proposed by Cllr P Jull

Seconded by Cllr P Ludwig

For 8      Against 0      Abstain 3

A recorded vote was requested

For – Cllrs Richardson, Jull, Simpson, Bond, C Ludwig, Blackwell, Grist and P Ludwig

Against – none

Abstain – Cllrs Eddy, Friend and Murray.

#### **413. ACCESS ROAD SIGNAGE**

Members received a verbal request from the Clerk to spend up to £100 on signage to replace the temporary signs on the section of the road that is marked as no parking.

**RESOLVED** – To delegate responsibility to spend up to £200 on two signs of a permanent material to indicate the no parking area.

Proposed by Cllr D Richardson

Seconded by Cllr L Ludwig

For 11

Against 0

Abstain 0

#### **414. REQUEST OF SUPPORT FROM KCC REGARDING DISPOSAL OF PUGIN TOWER**

Members received a written report from the Clerk, detailing a request from KCC to support a potential proposal from KCC to dispose of the Pugin Tower on Dover Road. Members discussed the value of the building to Walmer, potential uses and alternative owners of the structure.

**RESOLVED** – To ask the Clerk to respond to Kent County Council advising them that Walmer Town Council had no interest in acquiring this asset.

Proposed by Cllr M Eddy

Seconded by Cllr A Friend

For 11

Against 0

Abstain 0

#### **415. OUTDOOR GYM**

Members received a verbal report from Cllr L Ludwig on the progress of the outdoor gym. Members were provided with a graphic illustration from the only supplier who tendered for the project. The consultation period for the planning application has finished and there have been 92 residents who commented supporting the application. A funding application to Sport England is being completed for submission. £36,000 is still required. Members discussed the need to complete our funding for the project and asked that at the next meeting an item to consider sponsorship and further money from reserves be taken.

#### **416. COMMUNITY GOVERNANCE REVIEW**

Members received a written report detailing 3 proposals regarding the upcoming Community Governance review from Cllr P Jull. Members had a detailed discussion around the proposal. Members had differing views on the best way to move this forward. Walmer Town Council will await the consultation documents and review these as appropriate before making representations.

**MOTION FAILED** – That Walmer Town Council writes to the Dover District Council leader and the vice-chairman of their Electoral Matters Committee, in relation to the upcoming Community Governance Review. Asking that the terms of reference, and in particular the first round of consultation makes it clear to local residents that the grouping of Deal Town Council and Walmer Town Council is an option that can be considered as an outcome of the Review, for the more effective representation of the Deal and Walmer community with fewer offices, councillors and lower costs, so that residents have the maximum opportunity to make relevant responses to the review.

A recorded vote was requested

Proposed by Cllr P Jull

Seconded by Cllr P Ludwig

For 5            Against 6            Abstain 0

For – Cllrs Richardson, L Ludwig, P Ludwig, Jull and Grist

Against – Cllrs Eddy, Friend, Simpson, Blackwell, Murray and Bond

Abstain - None

**417. COMMUNICATION STRATEGY**

Members received a draft of a Communication Strategy. Members asked that sections be rewritten to improve the language and brought back to committee.

**418. LANDMARK CENTRE GRANT**

Members received a written report regarding a previous resolution to award a grant where the resolution required a total of £50,000 to be raised from DDC and DTC. The £50,000 was raised but more sources of income were used to raise the funding.

**RESOLVED** – To award the Grant of £5,000.

Proposed by Cllr A Friend

Seconded by Cllr P Ludwig

For 5              Against 0              Abstain 6

**419. DATE OF NEXT MEETING**

4<sup>th</sup> February 2026.

The meeting closed at 21.30

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

DRA



**367. 2026/27 BUDGET AND PRECEPT.**

Members reviewed the budget and reserves. Members considered the current and projected reserves. Discussions on the correct level of reserves that should be held and what if any projects should be considered for the reserves were had.

**RESOLVED** – To recommend to Full Council accepting the Budget and reserves as shown with the changes reinserting the Water refill station in to the reserves.

Proposed: Cllr M Eddy

Seconded: Cllr A Friend

For - 6

Against - 0

Abstain - 0

**RESOLVED** – To recommend to Full Council setting a precept once the tax base is known in December at the monetary amount that will result in a 0% increase in the average band D property.

Proposed -Cllr P Jull

Seconded – Cllr D Richardson

For - 4

Against -0

Abstain - 2

**368. DATE OF NEXT MEETING.**

22<sup>nd</sup> Jan 2026

**The meeting ended at 19.45.**

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**Chairman:**

**Date:**



## **WALMER TOWN COUNCIL**

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**Minutes of the meeting of the Walmer in Bloom Committee held on 18<sup>th</sup> November 2025 at 62 The Strand, Walmer, at 5.45 pm.**

**Present:** **Cllr L Ludwig (Chairing)**  
**Cllr P Ludwig**  
**Cllr D Richardson**  
**Miss A Late**

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

**338. APOLOGIES FOR ABSENCE**

Apologies received from Cllr E Crockford, Cllr S Waite Gleave and Mrs D Bogue

**339. DECLARATIONS OF INTEREST**

None Submitted.

**340. MINUTES OF LAST MEETING**

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

Proposed by: Cllr D Richardson

Seconded by: Cllr L Ludwig

For 3                   Against 0                   Abstain 0

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

None.

**342. CHAIRMAN'S REPORT**

i. **NOTED:** Members of the committee received a copy of the Chairman's report.

**343. ADMIN REPORT**

i. **NOTED:** Members of the committee received a copy of the Admin Officer's report

**344. WALMER IN BLOOM CAMPAIGN**

i. **Noted:** Members received evaluation packs from Admin and Chair.

Changes to be made to all facets of the competitions and campaign overall, the committee wishes to continue with the WIB campaign for 2026.

Feedback was received from both the public and council members.

Walmer will not be entering the South and South East In Bloom competition for 2026.

**Actions:** Admin to contact The Beacon school to see if they would be interested in joining the poster competition.

Admin to look into additional poster locations in the town.

Admin to check out permissions for photo use.

Cllr Richardson to ask Downs and Parochial schools if they wish to continue entering the competition.

Admin to look into the possibility of a leaflet drop for WIB

To purchase one small trophy at a cost of £6.25 for the Garden Winner of the Walmer In Bloom Gardens competition.

**RESOLVED:** Purchase of trophy agreed.

Proposed by: Cllr L Ludwig

Seconded by: Cllr D Richardson

For 3            Against            Abstain 0

**Actions:** Admin to order trophy

#### **345. HAWKSHILL**

- i. To confirm payment to Gazen Salts of £390 for the cutting of grass on the plateau.

**RESOLVED:** Payment to Gazen Salts agreed on.

Proposed by: Cllr L Ludwig

Seconded by: Cllr P Ludwig

For 3            Against 0            Abstain 0

- ii. To confirm purchase of Daffodil bulbs at a cost of £94.99 for use at Hawkshill.

**RESOLVED:** Purchase of bulbs agreed.

Proposed by: Cllr P Ludwig

Seconded by: Cllr L Ludwig

For 3            Against 0            Abstain 0

- iii. To add a line to the WIB budget for Volunteer Refreshments.

**RESOLVED:** WIB budget to be modified to add Volunteer Refreshments for £250.

Proposed by: Cllr D Richardson

Seconded by: Cllr P Ludwig

For 3            Against 0            Abstain 0

#### **346. WALMER PEACE GARDENS**

- i. **NOTED:** Committee received update from Mrs Bogue

Quote received for tree cutting from Mr O'Sullivan for £500.

**RESOLVED:** To go ahead once Town Clerk has approved the quote.

Proposed by: Cllr L Ludwig

Seconded by: Cllr P Ludwig

For 3            Against 0            Abstain 0

**Actions:** Admin to obtain two more quotes for tree cutting.

- ii. To confirm payment to Gazen Salts of £45 for the cutting of grass at WPG.

**RESOLVED:** Payment to Gazen Salts agreed on.

Proposed by: Cllr L Ludwig

Seconded by: Cllr P Ludwig

For 3            Against 0            Abstain 0

#### **347. PLANTERS**

- i. Discussion about the RNLI fountain planter to be carried forward to January meeting.

- ii. Committee received a quote for the moment of WIB planters.

**RESOLVED** – Committee accepted the quote for movement of planters for £220 from Red Dog Services.

Proposed: Cllr P Ludwig

Seconded: Cllr L Ludwig

For 3            Against 0            Abstain 0

**Actions:** Admin to inform Red Dog to begin moving the planters.

**348. BUDGET**

- i. Committee members received an updated budget for 2026/2027.

**349. VOTE TO CONTINUE MEETING**

**RESOLVED** – Members agreed to extend the meeting for fifteen minutes to complete the last items as the 2-hour limit had been reached.

Proposed Cllr P Ludwig  
Seconded Cllr D Richardson  
For 3                    Against 0                    Abstain 0

**350. BUDGET**

**RESOLVED:** Changes to be made to the WIB committee budget consequent to approval by Town Clerk.

Proposed Cllr D Richardson  
Seconded Cllr P Ludwig  
For 3                    Against 0                    Abstain 0

**Actions:** Admin to make changes to budget.

**351. ISSUES FOR INCLUSION ON NEXT AGENDA**

- To get quotes for a new tree survey at Hawkhill
- To inquire about assigning a preferred tree contractor and a hedge cutter
- To look into IT solutions to improve WIB requirements
- To look into new publicity materials

**352. DATE OF NEXT MEETING**

15<sup>th</sup> January 2026 at 17:30.

The meeting closed at 20:00

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Signed \_\_\_\_\_

Dated \_\_\_\_\_



Attach 5

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

Tel: 01304 362363

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

**Minutes of the Events Committee held on Wednesday 19<sup>th</sup> November 2025 at No. 62 The Strand, Walmer at 5.30pm.**

Present: Cllr Diana Richardson (Vice-Chairman chairing the meeting), Cllr Louise Ludwig and Cllr Adrian Friend.

Officer Present: Lynne Simmons, Events Officer.

**353. APOLOGIES FOR ABSENCE.**

Cllrs Simpson, Crockford and Grist offered apologies which were accepted.

**354. DECLARATIONS OF INTEREST.**

No interests were declared.

**355. OPENNESS AND TRANSPARENCY.**

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

**356. MINUTES OF THE PREVIOUS MEETING.**

Members considered the minutes of the meeting held on Thursday 16<sup>th</sup> October 2025. Cllr Richardson requested that the word "once" be removed to accurately report the action agreed previously under Event Planning Brocante point ii.

**RESOLVED** – That the minutes be updated with the requested change and then taken as a true and accurate record.

Proposed by Cllr Friend

Seconded by Cllr Richardson

For 3      Against 0      Abstain 0

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

Cllr Friend reiterated his previous concerns over the traffic management of cars exiting Walmer Green at the end of the Brocante event. Cllr Richardson assured Cllr Friend that his concerns had been discussed in the meeting which took place on 16<sup>th</sup> October 25, and changes to both traffic management plans and volunteer instructions had been agreed in readiness for the event in 2026.

**358. EVENTS BUDGET.**

i. Events budget 2025/26.

Members received the Events Budget for 2025/26.

**NOTED**

### **359. FUTURE/OTHER EVENTS**

#### **i. Community Awards Evening**

Members discussed several options which would enable the council to recognise and thank local volunteers in the community.

**RESOLVED** – A proposal was made for the officer to contact other local volunteer organisations to explore the possibility of Walmer Town Council offering support/sponsorship/awards to recognise volunteers in our community.

Proposed – Cllr Friend

Seconded – Cllr Ludwig

For 3     Against 0     Abstain 0

#### **ii. Outdoor Gym launch event**

Cllr Ludwig provided a detailed update of the proposed outdoor gym launch event.

**RESOLVED** – Members agreed to hold a launch event for the Outdoor Gym.

Proposed – Cllr Ludwig

Seconded – Cllr Friend

For 3     Against 0     Abstain 0

#### **iii. The DDC Armed Forces Day**

The DDC Armed Forces Day event for 2026 was not discussed and will be carried forward to the next Events committee meeting.

### **360. CHILDREN'S FESTIVAL 2026**

#### **i. Members discussed the update report provided and noted the progress made.**

The officer sought approval to proceed with the following bookings:

Junk Orchestra £926 (plus VAT), Circus Sensible £430 (plus VAT), and Bizzie Lizzie's Face Painting £225.

**RESOLVED** – Members agreed to proceed with all above bookings.

Proposed – Cllr Richardson

Seconded – Cllr Ludwig

For 3     Against 0     Abstain 0

Members discussed the options within Applause Rural Touring's Outdoor catalogue which has now been released.

**RESOLVED** – A proposal was made to proceed with two of the options presented:

Caspian's Storm and The Butterfly House.

Proposed – Cllr Richardson

Seconded – Cllr Ludwig

For 3     Against 0     Abstain 0

Members discussed the quote received from Rich Rhythms, £295 for 3 hours rolling drumming workshops at the event.

**RESOLVED** – Members agreed to proceed with this booking.

Proposed – Cllr Richardson

Seconded – Cllr Ludwig

For 3     Against 0     Abstain 0

Members discussed the email received from Mr Hawkes who has kindly offered his support should members be interested in discussing the potential involvement of East Kent Freemasons in the Children's Festival for 2026.

**RESOLVED** – Members wished to thank Mr Hawkes for his helpful suggestion but have decided to not to take this forward at this time.

Proposed – Cllr Friend

Seconded – Cllr Ludwig

For 3    Against 0    Abstain 0

Members discussed the quotes received from True Loos Ltd for the provision of portable toilets at both the Children's Festival £200 (plus VAT) and the Brocante £235 (plus VAT).

**RESOLVED** – Members agreed to proceed with bookings for both events in 2026.

Proposed – Cllr Richardson

Seconded – Cllr Friend

For 3    Against 0    Abstain 0

Members discussed the quotes received from Wantsum Medical Ltd for the provision of First Aiders at the Children's Festival £298.50 (plus VAT) and the Brocante £572.34 (plus VAT).

**RESOLVED** – Members agreed to proceed with bookings for both events in 2026.

Proposed – Cllr Friend

Seconded – Cllr Richardson

For 3    Against 0    Abstain 0

Members discussed the renewal of the PPL PRS Music Licence for £129.48 (plus VAT) which enables Walmer Town Council to hold two events annually.

**RESOLVED** – Members agreed to renew the annual licence at the above cost.

Proposed – Cllr Richardson

Seconded – Cllr Ludwig

For 3    Against 0    Abstain 0

### **361. DATE OF NEXT MEETING**

Members discussed the timing of the next committee meeting currently scheduled for Wednesday 3<sup>rd</sup> December 2025.

**RESOLVED** – A proposal was made to cancel the meeting scheduled for Wednesday 3<sup>rd</sup> December 25 and for the next Events committee to be held on Wednesday 28<sup>th</sup> January 2026 (also scheduled).

Proposed – Cllr Richardson

Seconded – Cllr Friend

For 3    Against 0    Abstain 0

The Chairman closed the meeting at 18.20pm.

Signed .....

Date .....

**WALMER TOWN COUNCIL**

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

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

Tel: 01304 362363

**Minutes of the meeting of Walmer Town Council Planning Committee held on Tuesday 9<sup>th</sup> December 2025 at 7.00pm at Elizabeth House, St Mary's Road, Walmer.**

**Present: Councillors:**

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

**Officers present:**

John Miles (Administration Officer)

**380. APOLOGIES FOR ABSENCE**

Cllr Lee offered apologies that were accepted.

**381. DECLARATIONS OF INTEREST**

None Received

**382. OPENNESS AND TRANSPARENCY**

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

**383. A SHORT GUIDE TO PLANNING COMMITTEE RECOMMENDATIONS AND CONDITIONS**

Resolved- Noted

**384. MINUTES OF THE PREVIOUS MEETING**

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

Proposed: Cllr R Blackwell

Seconded: Cllr M Simpson

For: 6      Against:0      Abstain: 0

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

None Received

### 386. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description
25/01083	Shoreline House 82 Wellington Parade Walmer Deal Kent CT14 8AB	Grant Planning Permission	No Objection	Variation of condition 2 (approved plans) of planning permission 24/01159 (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)) to extend basement to 5m, extend driveway ramp and alterations to the fenestration
25/01061	Church Of The Sacred Heart Dover Road Walmer Kent	Grant Listed Building Consent	No Objection	Installation of debris catch netting to the tower of the church to prevent material falling onto the highway.
25/01022	Hawksend Hawksdown Road Walmer CT14 7PW	Grant Planning Permission	No Objection	Erection of a single storey front extension (existing conservatory to be demolished, part retrospective).
25/01066	26C The Beach Walmer Deal CT14 7HJ	Grant Planning Permission	Walmer Town Council supports this application	Erection of a single storey front/side extension and front balcony with railings.
25/01043	6 York And Albany Close Walmer CT14 7RR	Grant Planning Permission	Walmer Town Council supports this application	Erection of front porch and external render to front facade

### 387. PLANNING APPLICATIONS – NEW

#### i. DOV/25/01267- The Captains Garden, Victoria Road, Deal, CT14 7DJ

Erection of timber frame composting shed.

**Resolved** – No Objection

Proposed: Cllr M Simpson

Seconded: Cllr T Bond

For: 6              Against:0              Abstain: 0

#### ii. DOV/25/01252- Land On The North West Side Of Liverpool Road Walmer CT14 7PN

Outline application for development up to 75 dwellings, associated landscaping  
and infrastructure (all matters reserved except access).

**Resolved** – Objection

Walmer Town Council Objects to this application on the following grounds:

- i. The Local Plan states “Developments that would generate significant traffic movements must be well related to the primary and secondary road network. Proposals which generate level and types of traffic movements resulting in severe cumulative residual impact in terms of capacity and road safety will not be permitted.”

The transport statement provided, shows the majority of journeys to and from the proposed development will use Grams Road to access the main road network. Grams Road is a minor road which at multiple points narrows to allow traffic to progress in only one direction at a time. The junction at Dover Road/Grams Road is a narrow junction with a section of 2-way traffic for approximately 10m before parked cars also ensure that traffic can only pass in one direction at a time creating what is in effect a single track.

There is no mitigation planned for this junction, which will inevitably lead to issues where blockages spill out on to Dover Road. This will be in opposition to the above policy. In the other direction towards Kingsdown, Glen Road is also a de facto single-track road while Liverpool is an actual single-track road with designated passing points,

From time-to-time road works on the main A258 Dover Rd these roads are the alternative route for traffic Between Deal and Walmer and Dover.

This has resulted in significant numbers of buses, lorries and other large vehicles being forced along narrow roads causing traffic jams and inconvenience to local residents particularly Kingsdown village.

- ii. The local plan states: "Development should be designed so that opportunities for sustainable transport modes are maximised and provide for a variety of forms of transport as alternatives to travel by private motorised vehicle."

While the proposal offers limited safe pedestrian walkways linking the development with Grams Rd pedestrian facilities its location means that there is little provision for residents of the proposed estate to access local facilities, shops, rail station, buses, etc. without using a motor vehicle.

Currently there are no plans to include a bus stop at the new location and with the current plan indicating at least two cars per house. This means that approximately 70 new vehicles will be using the road, this would mean that most excursions will be by car, which will oppose the policy stated above.

- iii. The local plan seeks to keep green fields between boundaries of individual parishes; this application decreases the boundaries between Walmer and Kingsdown.
- iv. The proposed development includes an area that has a high chance of groundwater flooding, water coming from the Hawksdown development has been known to cause increased water levels during high rainfall.

This situation will inevitably be exacerbated because of the decrease in agricultural land which can absorb some water and the increase in hard standing over which water will run freely caused by the new houses roads footpaths etc.

Proposed: Cllr T Bond

Seconded: Cllr T Grist

For: 6              Against: 0              Abstain: 0

**iii. DOV/25/01203-3 James Hall Gardens, Walmer, Deal, Kent**

Erection of a front, side and rear single storey extension. Widening of existing driveway (Existing garage and rear extension to be removed).

**Resolved – No Objection**

Proposed: Cllr T Grist

Seconded: Cllr R Blackwell

For: 6      Against:0      Abstain: 0

**iv. DOV/25/01222 - 29 Ardent Avenue, Walmer, CT14 7UE**

Erection of a detached garden room.

**Resolved** – No Objection

Proposed: Cllr M Simpson

Seconded: Cllr T Bond

For: 6      Against:0      Abstain: 0

**v. DOV/25/01171 - The Walmer Centre, Liverpool Road, Walmer, CT14 7NW**

Formation of new vehicular access, widening of driveway and 14 parking Spaces.

**Resolved** – Objection

Walmer Town Council Objects to this application on the following grounds.

- i. No information has been made available from KCC Highways
- ii. The ecology report provided with the application has been seriously criticised by KCC's Ecology team, needs more clarification due to missing information.

Proposed: Cllr M Simpson

Seconded: Cllr R Blackwell

For: 6      Against:0      Abstain: 0

**vi. DOV/25/01233 - The Lodge, Hawkhill Camp Road, Walmer, CT14 7PT**

Remove the two lowest limbs back to the main stem of one Pine (T1); prune back overhanging limbs to the boundary fence of one Beech (T2), both the subject of Tree Preservation Order No 29 of 2023.

**Resolved** – Objection

Walmer Town Council Objects to this application on the following grounds.

- i. There is insufficient information given regarding this application
- ii. No Arboriculturalist report has been made
- iii. No reason as to why these measures are needed

Proposed: Cllr T Grist

Seconded: Cllr R Blackwell

For: 6      Against:0      Abstain: 0

**vii. DOV/25/01235 - Osborne House, Hawksdown, Walmer, Deal**

Crown thin by up to 20%, crown lift to 5.2 metres and crown reduce by a maximum of 4 metres of one Beech (T1) 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 pruning may damage the health of the tree
- ii. The tree has an amenity value for the location, including shade and wind protection
- iii. There is no evidence to support the proposed work

Proposed: Cllr S Waite Gleave

Seconded: Cllr T Bond

For: 6      Against:0      Abstain: 0

**viii. DOV/25/01234 - Formal Gardens And Ruins, Lord Warden Avenue, Walmer**

Re-pollard back to previous pruning points one London Plane the subject of Tree Preservation Order No 1 of 1959.

**Resolved** – Objection

Walmer Town Council Objects to this application on the following grounds.

- i. There is insufficient information given regarding this application.

ii. The tree in question is not clearly identified on the location drawing attached to the application.

Proposed: Cllr R Blackwell

Seconded: Cllr T Grist

For: 6      Against:0      Abstain: 0

**388. BETTESHANGER COUNTRY PARK**

i. Report from Friends of Bettleshanger on the Bettleshanger Country Park, wave pool and hotel development.

**Resolved** – To request DDC carefully monitor construction to ensure it follows conditions laid down, also to request that Walmer Town Council be included as consultees for any future amendments to the planning permissions.

Proposed: Cllr R Blackwell

Seconded: Cllr S Waite Gleave

For: 6      Against:0      Abstain: 0

**389. ENERGY EFFICIENCY ON LISTED BUILDINGS AND CONSERVATION AREAS.**

i. **Noted**: Planning to use the new Historic England Advice on Adapting Historic Buildings for Energy and Carbon Efficiency document where appropriate.

**Resolved** – Noted

Proposed: Cllr S Waite Gleave

Seconded: Cllr T Bond

For: 6      Against:0      Abstain: 0

**390. DATE OF NEXT MEETING**

Tuesday 6<sup>th</sup> January 2026 at 7pm.

The meeting closed at

---

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

## Financial information as at 28/01/26

## Bank Balances

Charity Bank	£104,485.29
Redwood bank	£104,000.41
Unity Trust current	£121,842.56
Unity Trust Deposit	£30,900.32
<b>Total</b>	<b>£361,228.58</b>

## Committee budget vs spend 2025/26 as at 31/12/25

Committee	Budget	Spend	notes
Amenities and Environment	£ 25,400.00	£ 2,423.38	includes CEWG
Events	£ 15,000.00	£ 8,045.48	
Finance and General purposes	£ -	£ -	
Human Resources	£ -	£ -	
Planning	£ -	£ -	
Walmer in Bloom	£ 23,300.00	£ 6,003.54	includes Hawkshill and Peace Garden

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
The Deal Society	Toward advertising of the Heritage days events	£100	Yes	£100

Attach 8



Attach 9

## Walmer Town Council Communications Strategy.

### **1. Introduction**

The Communications Strategy is designed to complement and support the Council's existing Media Communications Policy. It is important therefore, to note the following points:

- Standing order 23 of the Town Council's standing orders states that all communications from the Council are subject to the Media Communications Policy.
- Members are also subject to item (2)(h) and (4) of the Code of Conduct for Members when presenting any statements or articles to outside bodies.

### National Context

Local Authorities are required to have regard to the contents of the "Code of Recommended Practice for Local Authorities Publicity" which sets out that publicity by local authorities should:-

- be lawful,
- be cost effective,
- be objective,
- be even-handed,
- be appropriate,
- have regard to equality and diversity,
- be issued with care during periods of heightened sensitivity.

This document can be accessed at:

<https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity>

Walmer Town Council is committed to effective, open, and proactive communication. Through clear and consistent communication, the Council seeks to build public trust and maintain a strong reputation for honesty, integrity, and transparency.

This document aims to provide a practical reference for Councillors and staff who engage with the media or who may be required to do so. It sets out clear roles and responsibilities to enable consistent, well-managed communication which meets both organisational and public expectations.

## **2. Communications: Strategic Objectives**

- To communicate effectively the council's roles, responsibilities and activities.
- To demonstrate how decisions are made by the council and its committees.
- To widen the understanding of works undertaken by the council.
- To facilitate efficient and effective communication with Walmer residents.
- To highlight events and activities led by or supported by the council.
- To share information from other bodies and organisations.
- To send out alerts from health bodies, police or fire services etc.
- To direct people to organisations which can offer appropriate support.

## **3. Roles & Responsibilities**

The Town Clerk is responsible for all communications published externally from the Town Council. All press releases will be discussed with the Walmer Town Council Chairman or Chairman of the relevant committee before they are published externally.

Councillors do not have the right to communicate on behalf of the Town Council. Members should only communicate with an outside body (including press) on behalf of themselves, making it clear that they are not representing Walmer Town Council but their own views as an individual or ward councillor, unless a resolution of the Council is passed to allow them to represent Walmer Town Council on a specific matter.

Letters may be signed by the Chairman of the Council or Committee in the situation where a resolution has been passed to specifically action the Chairman to write to an organisation.

The Clerk is responsible for all Walmer Town Council social media activity. Information may be shared from other sites posting information of local interest. Walmer Town Council may also post to other social media sites items about Walmer Town Council activities.

## **4. Communication Channels**

Communication is a shared, interactive process. Our Communications Strategy maximises opportunities for residents, visitors, public bodies, and other organisations, to engage with Walmer Town Council in ways that best suit their needs. We provide multiple channels for residents to contact the office and council members.

These channels include telephone, email, our website contact form, postal address or in person.

Walmer Town Council also uses multiple media channels for both internal and external communication, including but not limited to:

External Media Outlets	KM Mercury, Kent Online, BBC TV, BBC Radio, Meridian TV, Community Ad magazine, local radio etc.
Walmer Town Council	Facebook and website*, Public meetings, Public consultations and surveys, Office window space and noticeboards, Press releases displayed on website /social media sites and shared to external organisations, Agendas (displayed on website), Minutes (displayed on website).

**\*Facebook/ Website**

Walmer Town Council's social media sites are used to broadcast and share information. It is not our intention to utilise social media as a two-way communication channel (with limited exceptions where appropriate, which are approved by the Town Clerk). This helps prevent the sharing of harmful or inaccurate content that could damage the reputation of Walmer Town Council. Where appropriate, social media platforms will provide the office email address to enable members of the public to submit comments or enquiries.

Content shared will include Council initiatives, public interest information, promotion of local community events, and other relevant updates. Walmer Town Council will not advertise local businesses to ensure fairness to all organisations. Members are encouraged to share posts from Walmer Town Council's social media pages where relevant to their followers.

**5. Council Communications with Members**

Communication with Members will occur via their official [name@walmercouncil.co.uk](mailto:name@walmercouncil.co.uk) email address or by phone, as appropriate. Personal email addresses will be securely stored and used only if the official address is unavailable. All communications will comply with GDPR.

**6. Period of Sensitivity**

The period before any election is referred to as a period of sensitivity and during this period restrictions of communications are set in place.

**7. Accessibility**

Large print copies of any of the information Walmer Town Council shares can be made available on request.

Agreed: ..... (date)

Review: Every 4 years

**WALMER TOWN COUNCIL**  
**INFORMATION and COMMUNICATION TECHNOLOGY POLICY**

Introduction	1
Purpose of the IT Policy	2
Monitoring of IT use	2
Scope of this policy	2
Computer use	2
Equipment	3
Health and safety	5
Password and authentication policy	5
Monitoring	7
Remote working	8
Email	8
Use of the internet	9
Use of social media	10

## **Purpose of the IT Policy**

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the Council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

## **Monitoring of IT Use**

As an IT provider, the Council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address.

## **Scope of this policy**

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the Council.

## **Computer use**

### **1.1 Hardware**

**1.1.1** Council computer equipment is provided for council purposes only. Any personal use of our computers and systems should not interrupt the daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

**1.1.2** Locking computers when leaving desk. All councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

**1.1.3** All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the Council.

**1.1.4** Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

**1.1.5** All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

**1.1.6** Equipment should not be dismantled or reassembled without seeking advice.

**1.1.7** Councillors and staff are not to purchase any computer or mobile equipment (including software), unless authorised to do so.

**1.1.8** Personal disks, USB sticks, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the Town Clerk.

**1.1.9** Any faults or necessary repairs must be reported to The Town Clerk.

## **Equipment**

### **2.1 Portable equipment**

**2.1.1** Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

**2.1.2** It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

**2.1.3** All portable computers must be stored safely and securely when not in use. i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles.

**2.1.4** It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code.

**2.1.5** If an item of portable equipment is lost or damaged this should be reported to the Clerk.

**2.1.6** Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

**2.1.7** In addition, the Council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Clerk.

## **2.2 Use of own devices**

**2.2.1** The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails. Any such use of personal devices will be at the discretion of the Council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

**2.2.2** However, the same security precautions apply to personal devices as to the Council's desktop equipment. For continuity purposes, calls made to external parties must be made on council landlines or mobile phone numbers, to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

**2.2.3** Councillors, staff, and other authorised persons who use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the Council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For workers or contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

**2.2.4** Wherever possible the user should maintain a clear separation between the personal data processed on the Council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

**2.2.5** Councillors, staff, and other authorised users who intend to use their own devices via the Council's infrastructure must ensure that they:

- Use a 6-digit pin or strong password to protect their device(s) from being accessed.
- Smartphones and tablets devices should be locked after 3 failed login attempts.
- Ensure secure WiFi networks are used.
- Ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device.
- Inform the Clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources.

**2.2.6** Personal data relating to councillors, staff, and other authorised users, associates, residents, external stakeholders should not be saved to any personal accounts with third-party storage cloud service providers as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

**2.2.7** Confidential information and sensitive data should never be saved on councillors', staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time.

**2.2.8** If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

**2.2.9** Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. The Clerk will provide assistance or training in doing this if needed. Additional risks include data belonging to the Council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

**2.2.10** Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The Council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

## **Health and safety**

**3.1.1** Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

**3.1.2** The Council will undertake an annual DSE assessment for each member of staff to ensure all workstations are HSE compliant.

**3.1.3** If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Clerk.

## **Password and Authentication Policy**

**4.1.1** All user accounts must be protected by strong, secure passwords.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.

- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The Council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

#### **4.1.2 Access to Passwords.**

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored with the IT provider, only to be accessed in an emergency.

#### **4.1.3 Password Storage and Management.**

- Passwords must not be stored in plain text or written down in insecure locations.

#### **4.1.4 Password Change Requirements.**

- Immediately change password if compromise is suspected.

#### **4.1.5 Password Access Control and Logging.**

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

#### **4.1.6 Responsibility.**

- Users are responsible for creating and maintaining secure passwords for their accounts.

The Clerk is responsible for:

- Managing system/service credentials.
- Enforcing password policies.
- Auditing and monitoring password-related security practices.

## **Monitoring**

**5.1.1** The Council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the Council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

**5.1.2** The Council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

**5.1.3** Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the Council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the Council's legitimate interests and is to ensure that this policy is being complied with.

**5.1.4** The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

**5.1.5** The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

**5.1.6** Councillors, staff, and other authorised users have several rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the Council's data protection policy.

**5.1.7** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

**5.1.8** The Council reserves the right to inspect all files stored on its computer systems to ensure compliance with this policy. The Council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the Council from potential damage or disrepute.

**5.1.9** Any use that the Council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

**5.1.10** All computers will be periodically checked and scanned for unauthorised programmes and viruses.

## **Remote working**

**6.1.1** Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home), as follows:

- If logging into the Council's systems or services remotely, using computers that either do not belong to the Council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device.
- The location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc.
- All data printed should be collected and stored securely.
- All electronic files should be password protected and the data saved to the Council's system/services when accessible.
- All data should be kept safely and should only be disposed of securely.
- Papers, files, data sticks/storage, flash drives or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed.
- Where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft.

**6.1.2** Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

## **Email**

**7.1.1** Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

**7.1.2** On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

**7.1.3** These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the Clerk, rather than assuming they know the right answer.

**7.1.4** All Councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The Council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role, or that the system is being abused.

**7.1.5** Email messages sent on the Council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

## **Use of the Internet**

### **8.1 Copyright**

**8.1.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the Council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

**8.1.2** It is easy to copy electronically, but this does not make it any less an offence. The Council's policy is to comply with copyright laws, and not to bend the rules in any way.

**8.1.3** Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

**8.1.4** Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

**8.1.5** Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Clerk if unsure.

### **8.2 Trademarks, links and data protection**

**8.2.1** The Council does not permit the registration of any new domain names or trademarks relating to the Council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the Council's web pages to any other external sites without checking first with the Clerk.

**8.2.2** Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the Council's data protection policy.

## **Use of social media**

**9.1.1** Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

**9.1.2** Personal use of social networking/media and chat sites should be restricted to breaks during working hours, or after hours with permission.

**9.1.3** The Council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the Council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the Council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the Council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the Council is not named, care should be taken with any views expressed.

**9.1.4** To protect both the Council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the Council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the Council, its current work, councillors, employees, other users associated with the Council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the Council. Even if the Council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the Council.") Writers must not claim or give the impression that they are speaking on behalf of the Council.
- The Council expects councillors, staff, and other authorised users to be respectful about the Council and its current or potential employees, councillors, and authorised users" and not to engage in any name calling or any behaviour that will reflect

negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.

- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the Council in any way.
- Inappropriate conversations should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material.
- Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the Council should not be posted. agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online. Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the Council or its' councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the Council, should be referred to the Chairman and Town Clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the Council.
- Councillors, staff, and other authorised users who have left the Council must not post any inappropriate comments about the Council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.

**9.1.5** Note that the Council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the Council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the Council or formally through the grievance procedure.

### **Misuse**

Misuse of IT systems and equipment is not in line with the Council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action,

including disciplinary proceedings or, in serious cases, dismissal for staff members. Councillors can be reported to the monitoring officer for such offenses.

### **Declaration**

The personal use of email or Internet access must be completely in accordance with the range of provisions in the current Code of Conduct.

I confirm I have read and understood Walmer Town Council's ICT policy and recognise that to misuse it would be regarded as:

- a disciplinary offence, potentially gross misconduct (staff), or
- a code of conduct offence reportable to the monitoring officer (members).

I agree to abide by this policy.

Signed .....

Date .....

Attach 11

Week  
14/05/2027  
Week  
15/05/2027

DRAFT Schedule Walmer Town Council Meetings Schedule 2026/27														
Meeting	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
<b>Council</b>	06/05/2026	03/06/2026	01/07/2026	02/09/2026	03/09/2026	04/10/2026	05/10/2026	04/11/2026	13/01/2027	03/02/2027	03/03/2027	07/04/2027	12/05/2027	
<b>Planning</b>	05/05/2026	09/06/2026	07/07/2026	04/08/2026	07/07/2026	06/10/2026	08/09/2026	10/11/2026	08/11/2026	12/01/2027	09/02/2027	09/03/2027	06/04/2027	18/05/2027
<b>Annual Town Meeting</b>														
<b>Finance and General Purposes</b>		29/07/2026												
<b>Human Resources</b>		25/06/2026												
<b>Amenities and Environment</b>		16/06/2026	17/06/2026	22/07/2026	19/08/2026	24/09/2026		02/12/2026		18/02/2027			27/05/2027	
<b>Events</b>	27/05/2026					21/10/2026	18/11/2026	09/12/2026	27/01/2027	17/03/2027	19/04/2027		26/05/2027	
<b>Climate Emergency Working Group</b>	28/05/2026					17/09/2026		19/11/2026		21/01/2027		25/03/2027		
<b>Walmer in Bloom</b>	19/05/2026	23/06/2026	28/07/2026	25/08/2026	22/09/2026	24/11/2026		25/01/2027	23/02/2027	16/03/2027			25/05/2027	



Item: Town of Culture.

Date: 30/01/26.

Meeting: February Full Council meeting 2026.

From: Roland Aldred.

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The UK Government has invited all Town and Parish Councils to participate in the first UK Town of Culture competition, asking towns across the country to showcase their cultural identity and use culture to strengthen pride in place. The competition aims to support cultural participation, wellbeing and local regeneration, building on the success of the UK City of Culture programme.

Applications will be open until 31/3/26 and the competition will be for the 2028 award. Each town shortlisted will receive £60k to help deliver their bids. Three finalists from the shortlist will be selected one large (over 75k population), one medium (20k-75k population) and one small (up to 20k population). Each finalist will receive £250k and the winner receives £3m to deliver elements of the bid or in the case of the winner their full bid.

With 11 weeks to apply, the competition is open to small, medium and large towns, with the winner delivering a vibrant cultural programme. Showcasing towns' local visions and voices - through new arts venues, performances, workshops and more.

Applications for UK Town of Culture 2028 will be judged on three main criteria:

- Your story - the unique story of the town
- Culture for everyone - how the town will design a cultural programme for all
- Making it happen - how the town will then deliver a successful programme

Full details of the requirements to make a bid can be found at -

<https://www.gov.uk/government/publications/uk-town-of-culture-2028-expression-of-interest/uk-town-of-culture-2028-expression-of-interest-guidance-for-bidders>

*Members to decide if further work should be looked at to make a bid.*