



WALMER TOWN COUNCIL

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

Tel: 01304 362363

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

Dated 30th April 2026

To All Councillors

You are hereby summoned to attend the **ANNUAL COUNCIL MEETING** of **WALMER TOWN COUNCIL** to be held on **Wednesday 6th May 2026 at Walmer Parish Hall, Dover Road Walmer. At 7.30pm.**

**Roland Aldred
Town Clerk**

AGENDA

1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2026/27 AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE AS CHAIRMAN.

2. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2026/27.

3. APOLOGIES FOR ABSENCE.

4. DECLARATIONS OF INTEREST.

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

Attach 1

5. OPENNESS AND TRANSPARENCY

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person

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

6. APPOINTMENT OF COMMITTEES, SUB COMMITTEES & REPRESENTATIVES

To consider the allocations of the Cttees and working groups

Attach 2

A) Committees

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

B) Council Working Groups

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

C) Parish Council Representatives on outside Bodies

- i) Appointment of one representative to act as Police Liaison Officer.
- ii) Appointment of two representatives to attend meetings of the Kent Association of Local Councils.
- iii) New appointment of member as representative to the Deal Fairtrade Group.

7. CHAIRMAN'S REPORT

8. MINUTES

To approve the minutes of the Council meeting held on Wednesday 1st April.

Attach 3

To approve the minutes of the Council meeting held on Thursday 9th April.

Attach 4

9. REPORT ON ACTIONS FROM LAST MEETING

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

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

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

11. CRIME AND ANTI SOCIAL BEHAVIOUR REPORTS

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

12. COMMITTEE REPORTS + MINUTES

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

- a) Amenities + Environment – Feb 26th, 2026.
- b) Finance + General Purposes – No minutes to report.
- c) Walmer in Bloom – No minutes to report.
- d) Events – Minutes from March 25th, 2026.
- e) Planning – minutes from March 18th, 2026.
- f) Climate Emergency Working Group – No minutes to report.

Attach 5

Attach 6

Attach 7

- ii. To receive any comments about the draft minutes on Walmer Town Council's website.
The following draft minutes are available on the website.
- a) Amenities + Environment – minutes from April 23rd, 2026.
- b) Walmer in Bloom – minutes from March 17th, 2026.
- c) Events – minutes from April 22nd, 2026.
- d) Planning – minutes from April 7, 2026.

13. REPORT OF THE CLERK

To receive a report from the Clerk on matters received.

14. FINANCIAL REPORT

To note

- i. Bank balances April 2026. Attach 8
- ii. Monthly Finance report.

16. MEDIA/COMMUNICATION POLICY

To review and make any changes as Members deem appropriate to Walmer Town Council's press and media policy. Attach 9

17. COUNCIL RISK MANAGEMENT

To review and make any changes as Members deem appropriate to Walmer Town Council's Risk Management statement. Attach 10

18. FINANCIAL REGULATIONS

To review and receive recommendations for amendments to Financial Regulations. Attach 11

19. STANDING ORDERS

To review and make any changes as Members deem appropriate to Walmer Town Council's Standing Orders. Attach 12

20. GRANT

To receive recommendations on a grant Attach 13

- i. From the Amenities and Environment Committee for the Downs Sailing Club

21. WATER FILLING STATION

To decide on a recommendation from the Amenities and Environment Committee on a proposal to install a water bottle filling station on the Marine Road Toilet. Attach 14

22. LOCAL WATER QUALITY MEETING

To decide on a recommendation from the Amenities and Environment Committee on a proposal to hold a meeting of local stakeholders about water quality. Attach 15

23. COMMUNITY GOVERNANCE REVIEW

To note the recommendations of Dover District Council's Electoral Matters Committee in respect of the future of the number of members on Walmer Town Council. Attach 16

**24. 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.

25. EV POINTS LAND LICENCE

ENC 1+2

To agree an extension of the licence to KCC for the land on which the EV points are located.

26. DATE OF NEXT MEETING

Wednesday 4^h of June at 7.30pm.

Declarations of interest

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interest (VAOI)

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

Note to the code:

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

Committee	F&GP	HR	A&E	Planning	WIB	Events
	Peter Jull	Trevor Bond	Mike Eddy	James Murray	Louise Ludwig	Tony Grist
	James Murray	Elinor Crockford	Peter Findley	Mark Simpson	Sarah Waite Gleave	Adrian Friend
	Mark Simpson	James Murray	Peter Jull	Keith Lee	Paul Ludwig	Mark Simpson
	Paul Ludwig	Diana Richardson	Paul Ludwig	Sarah Waite Gleave	Elinor Crockford	Louise Ludwig
	Adrian Friend	Sarah Waite Gleave	Rick Blackwell	Tony Grist	Diana Richardson	Diana Richardson
	Keith Lee	Paul Ludwig	Sarah Waite Gleave	Rick Blackwell	NEW Peter Findley	Elinor Crockford
	Diana Richardson	Mike Eddy	Diana Richardson	Trevor Bond		
	Mike Eddy	Louise Ludwig	Mark Simpson		Angela Late	
	Sarah Waite Gleave		Louise Ludwig		Dawn Bogue	
	Louise Ludwig					
voting Members	10	8	9	7	5	6

CEWG	Outdoor Gym WG	Community Resilience Plan Working Group	Police Liaison	KALC	Dover District Fairtrade Group.	Bank Signatories
Sarah Waite Gleave	Paul Ludwig	Mark Simpson	Elinor Crockford	Sarah Waite Gleave	To be appointed if members want to be represented.	James Murray
Rick Blackwell	Diana Richardson	James Murray		James Murray		Peter Jull
Mike Eddy	Louise Ludwig	Sarah Waite-Gleave				Mark Simpson
Peter Findley		Mike Eddy				Trevor Bond
						Louise Ludwig
						Mike Eddy
Sarah Fisher	4	3	4			

Request to join committee



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DRAFT Minutes of the Meeting of Walmer Town Council held on Wednesday April 1st 2026 – 7.30 pm at Walmer Parish Hall, Dover Road, Walmer.

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

Officer Present: Roland Aldred, Town Clerk.

556. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs K Lee, M Simpson, and E Crockford.

557. DECLARATIONS OF INTEREST

No declarations were made.

558. OPENNESS AND TRANSPARENCY

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

559. CHAIRMAN'S REPORT

Cllr Bond had nothing to report.

560. MINUTES

Members received the minutes of the Council meeting held on Wednesday, March 4th 2026.

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 1

561. REPORT ON ACTIONS FROM THE LAST MEETING

The Clerk reported that the Lease for the Drill Field had been returned to the Rugby Club for review. The Chairmans Badge was on order and should be received in June.

562. 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. He was still awaiting a meeting with the Environment Agency to discuss progress on the reasons behind the results that caused a poor rating to be applied to Deal beach. This meeting will include the Clerk of WTC.
- b. The football pitch at Freemans Way, Deal is now complete and work is ongoing with local community clubs to see who will take this over.
- c. Cllr Paul is reviewing local bus services to see where improvements are required. He asked that any locals who wished to make any comments contact him.
- d. Cllr Paul has joined the KCC Devolution Committee and will report further on any news.

Cllr Chris Vinson of Dover District Council offered apologies.

563. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

Kent Police are carrying out three engagement events over the next few months. The most local events will take place at Wellington's Café on Deal Seafront on the 23rd April (9.30-10.30am), 28th May and 18th June 2026, from 10am to 11.30am.

There has been an increase in doorstep crime in the area. These crimes have involved the perpetrators knocking on doors to offer roofing services.

Kent Police are offering several Fraud talks within the community.

564. COMMITTEE REPORTS AND MINUTES

- i. To receive any reports and any agreed minutes as follows:
 - a. Amenities & Environment – No minutes to receive.
 - b. Finance & General Purposes – No minutes to receive.
 - c. Walmer in Bloom – minutes from the 17th February 2026.
 - d. Events Committee – minutes from the 28th January 2026
 - e. Planning Committee – minutes from 10th February 2026.
 - f. Climate Emergency Working Group – minutes from 29th January 2026.

RESOLVED – To accept the minutes of the committees.

Proposed by Cllr A Friend

Seconded by Cllr M Eddy

For 12 Against 0 Abstain 0

- ii. To receive any comments about the draft minutes of meetings taken place since the last council meeting.
 - a. Amenities and Environment – draft minutes from the 26th February 2026.
 - b. Planning Committee – draft minutes from 10th March 2026.

RESOLVED – To note points A and C from the Agenda.

Proposed by Cllr M Eddy

Seconded by Cllr A Friend

For 12 Against 0 Abstain 0

565. REPORT OF THE CLERK

The Clerk reported:

- i. Brocante to go on sale next week.
- ii. The survey in to the Christmas event will be online from the 7/4/26.
- iii. The Clerk attended the Deal Town Council meeting regarding their expression of interest submission for the Town of Culture.
- iv. High winds caused damage to a fence panel at the office a new fence panel has been ordered and will be fitted soon.
- v. Winds also caused two trees at Hawkshill to fall, these were already marked to come down from our arboculturalist survey. A quote had been agreed with an arborist to remove these and the contractor was able to come out early to remove all the trees.
- vi. The Internal Auditor is booked for the 26/5/26.
- vii. The invoice for renewal of KALC membership has been received the cost is £2000.00 for the year.

RESOLVED – To continue as members of KALC.

Proposed – Cllr T Bond

Seconded – Cllr M Eddy

For 12

Against 0

Abstain 0

566. FINANCIAL REPORT

- i. Monthly bank balances.

Financial information as at 27/03/26

Charity Bank	£104,485.29
Redwood bank	£104,000.41
Unity Trust current	£45,392.76
Unity Trust Deposit	£97,842.56
Total	£351,721.02

- ii. Committee Budgets

Committee budget vs spend 2025/26 as at 28/2/26

Committee	Budget	Spend	notes
Amenities and Environment	£25,400.00	£ 14,393.43	includes CEWG
Events	£15,000.00	£ 9,627.79	
Finance and General purposes	£ -	-	
Human Resources	£ -	-	
Planning	£ -	-	
Walmer in Bloom	£23,300.00	£ 10,715.72	includes Hawkshill and Peace Garden

568. LOCAL RESILIENCE PLAN

Members received written proposal from Cllr S Waite-Gleave to form a working party to work on a local resilience plan for Walmer.

RESOLVED – To form a working party to work on a local resilience plan.

Proposed by Cllr S Waite-Gleave

Seconded by Cllr M Eddy

For 6 Against 3 Abstain 3

RESOLVED – To appoint Cllrs S Waite-Gleave, J Murray, M Eddy and M Simpson to the working party.

Proposed by Cllr A Friend

Seconded by Cllr M Eddy

For 10 Against 2 Abstain 0

569. OUTDOOR GYM

Members received a written report and verbal update on the progress of the Outdoor Gym. Planning permission is no longer required with a Certificate of Lawfulness having been issued by Dover District Council. The lease for the section of land to which the Outdoor Gym is to be located is progressing and in the verbal update it was confirmed that we have now received a copy of the lease. The Sport England Award has been confirmed, signed and we have now received the money.

RESOLVED – To call an additional meeting of the Full Council on the 09/04/26 – 7pm at No 62 The Strand for the purposes of agreeing the lease, this will allow us to sign the agreement with the supplier, who will then be able to provide dates for installation.

Proposed by Cllr J Murray

Seconded by Cllr A Friend

For 12 Against 0 Abstain 0

570. DATE OF NEXT MEETING

Full Council meeting – Thursday 9th April

Annual Town meeting – Wednesday 15th April

The meeting closed at 20.30

Signed: Date:



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DRAFT Minutes of the Meeting of Walmer Town Council held on Wednesday April 9th 2026 – 7.30 pm at 62 The Strand, Walmer.

Present Councillors: Cllr T Bond (Chairman), Cllr L Ludwig, Cllr J Murray, Cllr D Richardson, Cllr R Blackwell, Cllr S Waite-Gleave, Cllr P Findley, Cllr P Ludwig and Cllr P Jull.

Officers' Present: Roland Aldred, Lynne Simmons.

582. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs K Lee, M Simpson, M Eddy, T Grist, A Friend and E Crockford.

583. DECLARATIONS OF INTEREST

No declarations were made.

584. OPENNESS AND TRANSPARENCY

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

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

Members moved in to private discussion regarding legal and commercial matters.

RESOLVED – To move in to a private session.

Proposed by Cllr A Friend

Seconded by Cllr J Murray

For 9 Against 0 Abstain 1

586. OUTDOOR GYM AND LEASE

Members received written proposed lease from Dover District Council for land on which the Outdoor Gym will sit. Members received an update from the clerk a term that had been negotiated to protect Walmer Town Council in the future regarding any regulations Dover District Council may later apply to the estate of the beach.

RESOLVED – To agree the lease and delegate to the clerk to sign the lease with the chairman as witness and to delegate to the clerk to sign the statutory declaration with Mr Atherden as witness.

Proposed by Cllr L Ludwig

Seconded by Cllr P Ludwig

For 9 Against 0 Abstain 0

587.DATE OF NEXT MEETING

Annual Town meeting – Wednesday 15th April
The meeting closed at 19.45

Signed: Date:

DRAFT



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MINUTES

Minutes of the meeting of the Amenity and Environment Committee held on Tuesday 26th February 2026 at 7pm at Elizabeth House, St Marys Road, Walmer.

Present Councillors:

Cllr M Eddy (Chair), Cllr P Findley, Cllr R Blackwell, Cllr D Richardson, Cllr P Jull and Cllr P Ludwig.
Non-Voting co-optee present – Mr M Knott.

Officer present: Roland Aldred –Town Clerk

Cllr P Jull was absent at the start of the meeting

487. WELCOME AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting.
Apologies were received and accepted from Cllr L Ludwig, M Simpson and S Waite-Gleave.

488. OPENNESS AND TRANSPARENCY

The Chairman reminded the meeting of the terms of various rights to record and transmit the transactions of the meeting under the Local Government Audit and Accountability Act 2014.

489. DECLARATIONS OF INTEREST

Cllr P Ludwig declared an OSI in relation to items 498 and 499 as an allotment holder. Cllr P Findley declared a VAOI in relation to item 491 as he is connected to the group.

490. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the committee meeting held on Tuesday 2nd December 2025.

AGREED- That the minutes are a true record and are approved.

Proposed by Cllr D Richardson.

Seconded by Cllr P Ludwig.

For - 5 Against - 0 Abstain – 0

491. REPORTS ON MATTERS FROM LAST MEETING

The Clerk reported that:

An e-mail had been received from Dover District Council regarding the letter written about the alarm cords. DDC will be conducting investigations to how this service can be improved to an acceptable standard.

492. QUESTIONS FROM THE PUBLIC

No members of the public were present.

493. GRANTS

Members received a recommendation from the Climate Emergency Working Group for a Bio Diversity Grant to be awarded to Walmer and Deal action for Swifts.

AGREED

That the Amenities and Environment Committee recommend to full Council to award the grant of £498.76 to Walmer and Deal Action for Swifts.

Proposed by Cllr P Ludwig.

Seconded by Cllr D Richardson.

For - 5

Against - 0

Abstain - 0

494. HIGHWAYS IMPROVEMENT PLAN

- i. Members received a copy of the current HIP.

NOTED

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

- a. Members received a written report on public correspondence regarding issues of parking at the bottom of Salisbury Road. Near the junction with Dover Road cars and lorries are parked in such a way as to reduce the road to a single lane. Should two lorries be parked on either side of the road this may be an issue for emergency services. Members reviewed options but these are limited, resident did not want to see double yellow lines and the road is sufficiently wide that emergency services vehicles should not be blocked (any blocking of the road by parking is an offence which the police will deal with).

AGREED – To not add this to the HIP as there are no options for how to take this forward.

Proposed – Cllr P Findley

Seconded – Cllr R Blackwell

For - 5

Against - 0

Abstain - 0

- b. Members received a written report about the lighting in alleyways between Salisbury Road and Church Street and Salisbury Road and Dover Road. The alleyway between Salisbury Road and Church Street the lighting has been clogged up by over grown vegetation making the alleyway dark. A report had been made on KCC portal and work had taken place on the day from KCC. Alleyway between Salisbury Road and Dover Road had a couple of areas where the surrounding light was not bleeding in to the alleyway leaving dark areas. KCC members have been in contact today to advise that they are reviewing with officers if their members grant can be used to fix this situation

NOTED – No further action required Clerk to continue to monitor the situation.

- c. Members received a written report of a resident's issues with accessing their drive in St Marys Road.

AGREED – Resident is in contact with Cllr Murphy of DDC and members have asked the clerk to support the resident.

Proposed – Cllr P Ludwig

Seconded – Cllr R Blackwell

For - 5 Against – 0 Abstain - 0

- d. Members received a written report of an issue in the alleyway between Belmont and Station Road. The alleyway is partially unlit and there is a step down from a kerb in the unlit part creating a trip hazard. A report has been made to KCC PROW to review.

AGREED – Should KCC respond negatively to the request for additional streetlighting to ask the Clerk to try to get agreement from the owners to get reflective paint put on the kerb to indicate the trip hazard.

Proposed – Cllr M Eddy

Seconded – Cllr D Richardson

For - 5 Against – 0 Abstain - 0

- e. Members received a written and verbal report on issues of exiting Admiralty Mews. Previously there was a mirror plate on a BT pole opposite the exit that allowed users to see cars approaching from the south, this mirror has been broken and is not replaceable.

AGREED – To ask the Clerk to contact DDC parking services requesting that the junction is reviewed for safety purposes.

Proposed – Cllr D Richardson

Seconded – Cllr P Ludwig

For - 5 Against – 0 Abstain - 0

- iii. New items to be considered at next meeting.
No items were brought forward.

495. ACCESSIBLE KERB REPORT

Members received an updated version of the accessible kerb report, the updates took in to account the agreed improvements with KCC removing a substantial number of items within the original report.

AGREED – To ask officers to work with Mr Knott to review further major road in Walmer for accessibility issues and once this is completed to prioritise the existing and new issues for bringing back to the committee.

Proposed – Cllr P Ludwig

Seconded – Cllr D Richardson

For - 5 Against – 0 Abstain – 0

496. BATHING WATER

- i. Members received a written response from Southern Water to questions posed at a meeting in November 2025.

NOTED – Members to consider answers and e-mail the Clerk requesting any items that they consider requiring further discussion on the next agenda.

- ii. Members received a response from the Government to a letter requesting greater testing of coastal waters.
- iii. Members received a response from the Government to a letter asking for the role of water companies to be expanded within the planning application process.
Members considered the contents of both letters from the Government as positive.

NOTED

497. DEFIBRILLATORS

Members received a written report from the Clerk on the location of defibrillators in Walmer and how the NHS and public can access information about locations through websites.

NOTED – Members requested that the Clerk add a link to Defib finder on the Walmer Town Council website.

498. ALLOTMENT TENNANCY/PESTICIDE FREE

Members received a written recommendation from the Climate Emergency Working Group regarding an amendment to the tenancy agreement banning the use of chemicals.

AGREED – To delegate to the Clerk the writing of an additional term to the allotment tenancy stating that WTC is looking to reduce the use of chemicals on the allotments and would welcome any comments. Members to be given sight of the new term by e-mail before this is sent to plot holders for comment.

Proposed – Cllr D Richardson

Seconded – Cllr M Eddy

For - 4 Against – 0 Abstain - 0

Cllr P Ludwig did not vote on this item

499. ALLOTMENT CHARGES

Members received a recommendation for the cost per square metre of the Allotment plots.

AGREED – To hold the price at 48p per metre

Proposed – Cllr M Eddy

Seconded – Cllr P Findley

For - 4 Against – 0 Abstain - 0

Cllr P Ludwig did not vote on this item

499. DDC ACCESIBLE BEACH PROJECT

Members received a draft design of the accessible beach project DDC are proposing and which asks for comments on the design along with a request from DDC for additional funding for shown improvements of £5k.

Members discussed the design at length and took in to account the opinion of Mr Knott as a representative of the Speaking up Group. The project members agreed was a fantastic idea, however the lack of social space was a little disappointing.

AGREED – To recommend to Full Council to offer the requested £5000 to DDC with the recommendation that it improve the projects social spaces to reflect more the Bexhill Beach garden project.

Proposed – Cllr D Richardson

Seconded – Cllr M Eddy

For - 3 Against – 0 Abstain - 2

The meeting was closed at 21.30

500. DATE OF NEXT MEETING
April 23rd 2026.

.....
Signature

.....
Date



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Minutes of the Events Committee held on Wednesday 25th March 2026 at No. 62 The Strand, Walmer at 5.30pm.

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

Officer Present: Roland Aldred – Town Clerk.

545. APOLOGIES FOR ABSENCE.

Cllr E Crockford offered apologies.

546. DECLARATIONS OF INTEREST.

No interests were declared.

547. OPENNESS AND TRANSPARENCY.

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

548. MINUTES OF THE PREVIOUS MEETING.

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

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

Proposed by Cllr Friend

Seconded by Cllr Richardson

For 5 Against 0 Abstain 0

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

None.

550. EVENTS BUDGET.

i. Events budget 2025/26.

Members received the Events Budget for 2025/26.

NOTED

551. REVIEW CHRISTMAS CAROLS & CLASSICS EVENT DECISION 2025.

i. Members received a draft copy of the survey for review.

RESOLVED – To agree the amended survey (to read as per appendix 1).

Proposed by Cllr Grist

Seconded by Cllr Simpson

For 5 Against 0 Abstain 0

- ii. Members received a verbal report from the Clerk on recommended start dates for a survey
RESOLVED – To run the survey for two weeks online starting from the 7th April 2026
Proposed by Cllr Ludwig
Seconded by Cllr Richardson
For 5 Against 0 Abstain 0

552. CHILDREN'S FESTIVAL 2026

- i. Members discussed the officer's report and received a further verbal update.

The officer provided a verbal update that most organisations invited had now agreed to attend.

Members received sample wristbands for giving out to the children, these will include a space for parents to put their phone numbers for use if a child is lost.

RESOLVED – To purchase 1000 paper wristbands at a cost of £48. The design is to be amended to remove "Children's Festival" so these can be used at other events.

Proposed by Cllr Friend

Seconded by Cllr Ludwig

For 3 Against 1 Abstain 1

Members received a verbal report that an additional face painter had been approached and was available for the event.

RESOLVED – To agree to the additional face painter at the same cost as the existing suppliers.

Members asked officers to contact the Face painter.

Proposed by Cllr Richardson

Seconded by Cllr Ludwig

For 5 Against 0 Abstain 0

The officer also provided an update the budget for the 2026 Children's festival this is forecasting at present to be a small overspend however this is not a concern at this stage as there are options for reducing the spend.

NOTED.

Members received a quote for a large waste bin from Dover District Council for the event.

RESOLVED – To spend £287.74 for the placement of one large waste bin in addition to the public bins on the green for the festival.

Proposed by Cllr Richardson

Seconded by Cllr Friend

For 5 Against 0 Abstain 0

- ii. Members received the draft layout for the Children's festival. For 2026 there will be a performance area this will included performances from local sports and dance clubs.

RESOLVED – To spend £287.74 for the placement of one large waste bin in addition to the public bins on the green for the festival. This is subject to change based on attendees.

Proposed by Cllr Richardson

Seconded by Cllr Friend

For 5 Against 0 Abstain 0

553. BROCANTE 2026.

- i. Members received a written update from the officer on the progress of Brocante.

RESOLVED – To agree to spend £436 for two parking marshals for the event.

Proposed by Cllr Richardson

Seconded by Cllr Ludwig

For 5 Against 0 Abstain 0

RESOLVED – To agree to spend £575.48 for two large sized bins for the event.

Proposed by Cllr Richardson

Seconded by Cllr Grist

For 5 Against 0 Abstain 0

Cllrs Simpson and Friend left the meeting.

- ii. Members received a draft copy of the e-mail to be sent out inviting traders to book for Brocante and the text of the event details to be shown on Eventbrite.

RESOLVED – To agree the e-mail to go out to traders as shown in the agenda. The information to go on to Eventbrite to agree with amendments in wording around cancellation and additional cars on site.

Proposed by Cllr Richardson

Seconded by Cllr Ludwig

For 3 Against 0 Abstain 0

554. FUTURE/OTHER EVENTS.

The Gym launch event is now awaiting a date to progress

555. DATE OF NEXT MEETING

The date of the next meeting is Wednesday 22nd April 2026 at 5.30pm.

The Chairman closed the meeting at 18.30pm.

Signed

Date

Questions for Public Consultation Survey: Christmas event 2026

For several years Walmer Town Council has organised a Christmas event for the community on Walmer Green adjacent to the Sea Café. Costs for this event have gradually increased and with the introduction of the new DDC events policy in 2024 which further increased costs to stage this event, councillors made the difficult decision to pause the community event in 2025 to consider the most appropriate way forward.

As a reminder the rationale for the decision to pause the 2025 event was as follows:

- The increasing annual cost and complexity of this event, partly due to the requirements of meeting the new conditions set by the DDC Events Policy introduced in 2024.
- Concerns over whether the event which runs for between 60-90 minutes, now provides value for money for residents.
- Consideration given to the high number of other similar local Christmas events now taking place at this time of year – whether there is there a continuing demand/need for it, within what has become an increasingly full local calendar of events.

Please complete this survey to let Walmer Town Council know your views:

1. Please enter your postcode.
2. How many times have you attended this event in the last 10 years on Walmer Green?
a) Never b) 1-3 times c) 4+ times
3. Many community events take place locally in the lead up to Christmas. These take place in schools, churches, Deal High Street, Deal Pier, and so on. How important do you think it is for the community to have an outside event held on Walmer Green at this time of year?
a) Very Important – as it's the only community Christmas event I attend.
b) Nice to have – as it's an enjoyable community event.
c) Not important – as there are many other choices available.
4. The event has historically run for 60-75 minutes. Do you believe that a minimum of £4,000 is a represents value for money for Walmer residents?
Responses: Y or N
5. If this event is organised for 2026, what would you like to see included?
a) Christmas carols only within a celebration of the birth of Jesus Christ.
b) A mix of Christmas Carols and other popular Christmas songs.
c) Other format – please specify below (allow a text box for individual comments)
6. Would you be prepared to help with the set-up of staging the event?



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 10th March 2026 at 7.00pm at Elizabeth House, St Mary's Road, Walmer.

Present: Councillors:

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

Officers present:

John Miles (Administration Officer)

523. APOLOGIES FOR ABSENCE

Cllr Lee and Cllr Bond and offered apologies that were accepted.

524. DECLARATIONS OF INTEREST

None Received

525. OPENNESS AND TRANSPARENCY

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

526. A SHORT GUIDE TO PLANNING COMMITTEE RECOMMENDATIONS AND CONDITIONS

Resolved- Noted

527. MINUTES OF THE PREVIOUS MEETING

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

Proposed: Cllr M Simpson

Seconded: Cllr S Waite-Gleave

For: 4 Against:0 Abstain: 1

528. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None Received

529. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description	Appraisal
25/01404	12 Salisbury Road Walmer CT14 7QQ	Grant Planning Permission	No Objection	Erection of a rear dormer window with Juliette balcony to facilitate a loft conversion	
25/01381	4 Apple Tree Gardens Walmer CT14 7US	Grant Planning Permission	Unable to post a comment before deadline.	Erection of gazebo, greenhouse and shed with associated hardstanding	
25/01366	67 Kingsdown Road Walmer CT14 8BL	Grant Planning Permission	Unable to post a comment before deadline.	Erection of an attached car port	
25/01364	Woodhelven St Clare Road Walmer CT14 7QB	Grant Planning Permission	Unable to post a comment before deadline.	Erection of a garden outbuilding and raised terrace with retaining structure (part-retrospective)	
25/01344	Castle Cottage 30 Wellington Parade Walmer CT14 8AB	Grant Planning Permission	No Objection	Erection of single storey rear and side extensions, erection of a link extension to existing outbuilding and associated external alterations	
25/01313	Fairlight 68 Wellington Parade Walmer Deal Kent CT14 8AB	Grant Planning Permission	No Objection	Erection of 2 single-storey rear extensions, rear terrace, new window openings, and boundary parapet wall. Construction of courtyard steps, detached single-storey car port with office.	
24/00240	45 Cornwall Road Walmer CT14 7SB	Grant Consent	No Objection	Display of 3 externally illuminated fascia signs (retrospective)	
24/00239	45 Cornwall Road Walmer CT14 7SB	Refuse Planning Permission	No Objection	Insertion of 4no. roller shutters and 2no. condenser units (retrospective)	The air conditioning units, by virtue of their size, number, design, colour and prominent location, represent visual clutter and an obtrusive and incongruous form of development, out of character with the appearance of the building and harmful to the street scene and the visual amenity of the area contrary to

					<p>policies SP2, PM1 and R4 of the Dover District Council Local Plan 2024, and paragraph 135 of the NPPF.</p>
25/01303	Flat 9 Leelands House Grams Road Walmer CT14 7NU	Grant Consent	<p>Objection</p> <p>Walmer Town Council Objects on the following grounds</p> <p>1. There is no valid reason for the works as laid out in the application.</p>	<p>Crown lift to 3 metres and crown reduce by 3 metres overall of 2 Silver Birch (G1) the subject of Tree Preservation Order No 1 of 1965.</p>	<p>The trees make some contribution to the amenities of this suburban location. It is not clear whether they would have been present when the 1965 Order was made but for the benefit of doubt it is assumed that they were and as such the proposal has been assessed as works to protected trees.</p> <p>The Birch trees are located close to the detached garage building in a relatively confined location and appears to have been reduced previously to prevent them from outgrowing their location and posing a nuisance or an obstruction. As such the proposed reduction is considered reasonable and acceptable and in line with good arboricultural practice to achieve the above aims.</p> <p>It is not considered that the proposed work will impact on the long-term health or form of the trees nor is it likely to be harmful to the amenities of the TPO and the surrounding area.</p> <p>With regards to the objection raised by the Town Council, it is not clear what further information is required to justify such works which have clearly been undertaken previously, and it would not be reasonable to request further information to support work that forms part of the cyclical management of the trees, therefore the objection has not been considered on this occasion.</p>

530. PLANNING APPLICATIONS – NEW

- i. **DOV/25/01318- Shortwood House, Station Road, Walmer, CT147QR**
Erection of a single storey side extension, replacement windows, outdoor kitchen, fire, log store, and terrace (existing conservatory, shed and greenhouse to be demolished).
Resolved – No Objection
Proposed: Cllr R Blackwell
Seconded: Cllr S Waite-Gleave
For: 5 Against:0 Abstain: 0

- ii. **DOV/26/00146- Shoreline House, 82 Wellington Parade, Walmer, CT14 8AB**
Erection of a first-floor front balcony with glass balustrade and replacement first floor windows.
Resolved – No Objection
Proposed: Cllr T Grist
Seconded: Cllr M Simpson
For: 5 Against:0 Abstain: 0

- iii. **DOV/26/00153- 67 The Strand, Walmer, CT14 7DP**
Installation of 2 bay windows.
Resolved – No Objection
Proposed: Cllr R Blackwell
Seconded: Cllr M Simpson
For: 5 Against:0 Abstain: 0

531. TREE APPLICATIONS

To receive an update on the letter to DDC regarding the lack of information on applications involving Tree Protection Orders.

Resolved – That a letter regarding the committee’s disappointment about a lack of response be sent to the recipients of the original correspondence.

Proposed: Cllr T Grist
Seconded: Cllr R Blackwell
For: 5 Against:0 Abstain: 0

532. DATE OF NEXT MEETING

Tuesday 7th April 2026 at 7pm.

The meeting closed at 19:20

Signed Dated

Financial information as at 29/04/26

Bank Balances

Charity Bank	£104,485.29
Redwood bank	£104,000.41
Unity Trust current	£27,198.43
Unity Trust Deposit	£345,533.97
Total	£581,218.10



Walmer Town Council – Media /Communication Policy

Introduction

1. Walmer Town Council (“the Council”) is committed to the provision of clear and accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Council’s Clerk or, in their absence, the Assistant Clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with any legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council’s standing orders and financial regulations. The Council’s financial regulations and relevant standing orders referenced in this policy are available via the Council’s publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council’s publication scheme.

Meetings

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s standing orders, persons may be required to leave a meeting of the

Council and its committees, if their disorderly behaviour obstructs the business of the meeting.

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

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.
14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

15. The Council's Clerk, or in their absence, the Assistant Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. All media enquiries should be directed through the Town Office or the Chairman to ensure consistency of message. If the Clerk and the chairman are unavailable the Assistant Clerk or the vice chairman may answer media enquiries. In the event that no-one is available to answer an enquiry a councillor may make a statement but should make it clear they are responding in a private capacity.
17. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

Social Media Platforms

18. The Council shall update regularly our Website with relevant information for the general public. Facebook; Instagram and You Tube will use be used as social media platforms.

¹The Council's Publication Scheme explains what information the Council makes routinely available and how it can be accessed. It can be viewed on the Council's web-site under the "Freedom of Information" tab.
Updated Jun 24.

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	<p>1.a.1. Register of assets</p> <p>1.a.2. Buildings and street furniture insured and value adjusted annually.</p> <p>1.a.3. Items on insurance to be checked against Asset Register</p>	<p>An Asset Register has been compiled. Equipment is included at original and at replacement value.</p> <p>Photographs to be taken to provide electronic register in line with IIA recommendations</p> <p>Insurance obtained</p> <p>Asset register reviewed and updated every march to comply with insurance valuations.</p> <p>Checked Jan 25</p>	Moderate	Low	
1.b. Damage/decay of assets due to lack of maintenance/attention	<p>1.b.1. Regular maintenance arrangements for physical assets (to cover also security and fire safety).</p> <p>1.b.2. Risk assessment of Hawkshill Freedown, Drill Field and MUGA, Peace Garden and Campbell Allotments</p> <p>1.b.3 Safety Inspections of Hawkshill Freedown, Drill Field and MUGA, Peace Garden undertaken by individuals twice yearly. Safety inspection of Campbell Road Allotments and all WIB planters undertaken annually.</p>	<p>Maintenance issues addressed as soon as Clerk notified</p> <p>Document updated if new amenities added or circumstances change.</p> <p>Hazards identified and reported to the Town office and relevant committee. Checked back against risk assessment for appropriate action.</p> <p>The Clerk in consultation with the Chairman can approve up to £1000.</p>	Moderate	Moderate	

<p>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>	<p>Testing of fires extinguishers, and electrics carried out yearly. Office fire risk inspection carried out yearly. Fire alarms connected to alarm system and serviced yearly.</p>	<p>Office and assets are fully insured. Data is saved on SharePoint which is a cloud drive and therefore any loss of computers would not effect data storage. Financial records are saved on Edge IT's servers which backs twice a day. SharePoint allows access from any computer attached to the internet. Deeds and other important documents are stored in a fireproof safe. 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. A decision would have to be taken depending on availability about whether a short term temporary office space is required for meeting the public. Internet site is stored on an offsite server with regular back ups.</p>	<p>Low</p>
<p>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>	<p>Details of Volunteers kept on file in the office. 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. Clerk now attending some of the volunteer sessions to keep up to speed with work being carried out. 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. Work schedule template created for year, knowledge shared between multiple people. Walmer in Bloom have a calendar of required contractor tasks to ensure all tasks are put in front of members timely.</p>	<p>Moderate</p>

<p>2. Financial</p> <p>2.a. Inadequate financial controls and/or records</p>	<p>2.a.1. Standing Orders and Financial Regulations in place with annual review.</p> <p>2.a.2. Regular bank reconciliations (done monthly by the Clerk) approved quarterly by F&GP.</p>	<p>Low</p>	<p>NALC Model Standing orders 2018 adopted September 2018 minute 5551 Updated Sept 2024</p> <p>NALC model Financial Regulations 2024 agreed May 2025.</p>	<p>Low</p>
<p>2.b. Loss through fraud, corruption or collusion.</p>	<p>2.b.1. Approval of expenditure and system for payments/receipts:</p> <ul style="list-style-type: none"> - approval by the clerk required before any expenditure is incurred (committed) and members notified at next council meeting. - payments or commitments made between meetings noted at the next meeting of the council; - monies received paid into bank immediately and receipts issued if necessary; and <p>2.b.2 Electronic banking procedures as follows:-</p> <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. <p>2.b.2. Annual Review of effectiveness of internal audit and system of internal control</p>	<p>Moderate</p>	<p>Financial Regulations adopted November 2016 and reviewed annually cover all these risks. Last update May 2025.</p> <p>Clrs Murray, Simpson, Eddy, Bond, L Ludwig and Jull appointed</p> <p>Professional internal auditor appointed.</p>	<p>Low</p>

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 2025, three year policy agreed. New policy will be required April 2028.	
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	Currently no partnership agreements are in place.	N/A
2.j. Damage/injury to third party property or individuals	2.j.1. Public Liability insurance cover is in place.	High	Recorded on accounting systems.	Low
	2.j.2. Annual review of land maintenance contracts	N/A	No partnership agreements in place at the present time.	N/A
	2.j.3. Verification of insurance cover of service suppliers when contract given.	Moderate	Insurance cover reviewed in March 2025.	Moderate
		N/A	No land maintenance contracts in place	N/A
		Moderate	All contractors to provide evidence of public liability insurance.	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	Low
	3.a.2. Clerk to clarify the legal position for any new proposal.		Local council administration – Arnold Baker current edition 12 th edition in office	
	3.a.3. Legal advice sought if necessary.			
	3.a.4. Section 137 payments listed separately in the Receipts and Payments.			
3.b. Non compliance with relevant legislation.	3.b.1. The Council's acknowledgement of Acts recorded in the minutes and documented.	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 .	Low

<p>3.d. Inadequate reporting of Council business.</p>	<p>3.d.1. Timely preparation and distribution of agendas and minutes for all meetings. 3.d.2. Minute items properly numbered, minutes paginated and agreed by the Council at the following meeting. Agreed minutes signed (all pages) by the Chairman. 3.d.3. Approved, signed copy of minutes filed by the Clerk.</p>	<p>Low</p>	<p>Clerk distributes agendas and places copies on website at appointed times. Council or committee agree previous meeting minutes. Clerk stores signed copies of minutes.</p>	<p>Low</p>
<p>3.e. Inadequate documentation: - loss, damage, incomplete; - no evidence to support decisions; and - no evidence of adequate stewardship or performance of council.</p>	<p>3.e.1. Safe storage of legal business: - old Minutes and Town Records to be properly and safely archived and added to electronic storage - deeds and legal documents for all Town Council owned lands are securely kept.</p> <p>3.e.2. Documented procedures for: - receipt/response and handling of documents; - responding to consultations; - dealing with enquiries by the public; and - dealing with complaints by the public.</p>	<p>Moderate</p>	<p>All current records are safely and securely stored at Town Office. Fireproof and waterproof filing cabinet ensures documents secure. Document management policy and archiving policy adopted by Council April 2018 min 5456 All correspondence and documentation relevant to council business is recorded is scanned on receipt and is filed appropriately and kept secure.</p>	<p>Low</p>
<p>3.f. Councillors allowances not made in compliance with legislation.</p>	<p>3.f.1. Register kept of all allowances paid. All allowances paid to be published at the end of the Financial year on the Town Council website.</p>	<p>Low</p>	<p>Displayed on web-site. All allowances made through PAYE.</p>	<p>Low</p>

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. 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.	4.b.1. Code of Conduct adopted by all council members on appointment.	Moderate	Code of Conduct adopted, all members receive a copy	Moderate
4.c. Inadequate risk management. Poor performance/stewardship by Council.	4.c.1. Risk management procedures in place – this document. 4.c.2. This document to be reviewed annually, also as/when any changes to council business/activity are made or other circumstances require it.	Moderate	Code of Conduct adopted, all members receive a copy Next review due in May 2027.	Moderate

WALMER TOWN COUNCIL FINANCIAL REGULATIONS

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

Notes to assist in the use of this template:

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

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

WALMER TOWN COUNCIL'S FINANCIAL REGULATIONS

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

1. General

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

1.6. The Council must not delegate any decision regarding:

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

1.7. In addition, the Council will:

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

2. Risk management and internal control

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

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

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

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

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

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

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

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

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

3. Accounts and audit

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

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

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

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

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

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

4. Budget and precept

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

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

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

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

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

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

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

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

5. Procurement

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

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

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

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

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

6. Banking and payments

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

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

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

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

7. Electronic payments

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

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

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

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

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

8. Payment cards

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

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

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

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

9. Petty Cash

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

10. Payment of salaries and allowances

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

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

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

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

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

11. Loans and investments

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

12. Income

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

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

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

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

13. Payments under contracts for building or other construction works

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

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

14. Stores and equipment

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

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

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

15. Assets, properties and estates

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

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

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

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

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

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

16. Insurance

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

17. Suspension and revision of Financial Regulations

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

Appendix 1 - Tender process

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



WALMER
TOWN COUNCIL

Walmer Town Council's Standing Orders



WALMER TOWN COUNCIL

Standing Orders

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

Adopted 3rd Jul 2024. –

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

1. Rules of debate at meetings

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

b Content and length of speeches

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

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

c Amendments to motions

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

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

(ii) to leave out words

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

(iv) to insert or add words

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

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

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

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

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

d Alteration of motion

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

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

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

e Withdrawal of motion

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

f Right of reply

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

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

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

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

(a) to withdraw a motion

(b) to amend a motion

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

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

(e) to adjourn a debate

(f) to adjourn a meeting

(g) on the expiration of 2 hours since the meeting started "that the Council do proceed with the business remaining on the agenda"

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

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

h Closure motions (to facilitate the progress of debate)

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

(i) to proceed to the next business

(ii) that the question be now put

(iii) to adjourn a debate

(iv) to adjourn a meeting.

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

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

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

I Chairman's Action

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

j Point of order

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

2. Conduct at meetings

- a** No person may obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting will request such person(s) to moderate or improve their conduct.









If a person disregards the request of the Chairman to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, will be put to the vote without discussion.

- b** If a resolution made under standing order 2(a) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

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

- **a Meetings will not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- **b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- **c The minimum three clear days' notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

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

absent from a meeting, the Vice-Chairman, if present, will preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting will preside at the meeting.



- p **Subject to a meeting being quorate, all questions at a meeting will be decided by a majority of the Councillors with voting rights present and voting.**



- q **The Chairman of a meeting may give an original vote on any matter put to the vote and, in the case of an equality of votes, will exercise their casting vote whether or not they gave an original vote.**

See standing orders 6(h) and (i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- r **Voting on a question will be by a show of hands or, if at least two members so request, by signed ballot. At the request of a Councillor, the voting on any question will be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request will be made before moving on to the next item of business on the agenda.**

- s The minutes of a meeting will include an accurate record of the following:
- i. the time and place of the meeting
 - ii. the names of Councillors present and apologies for absence received.
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights (DPI or OSI or VAOI)
 - iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights
 - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered
 - vi. if there was a public participation session
 - vii. the resolutions made.



- t **A Councillor, or a non-Councillor with voting rights, who has a disclosable pecuniary interest (DPI) or another significant interest (OSI) as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**



- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case will the quorum of a meeting be less than three.**



- v **If a meeting is or becomes inquorate no business will be transacted and the meeting will be closed. The business on the agenda for the meeting will be adjourned to another meeting.**

- w If a meeting exceeds a period of 2 hours a vote will be taken as to whether to continue or to adjourn the meeting.

4. Order of business

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

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

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

5. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members will be determined by the committee.**
- b **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and**

a sub-committee of the advisory committee may be non-Councillors.

- d The Chairman and Vice-Chairman ex officio (by right of office) will be members of every committee unless they signify at the Annual Meeting that they do not wish to serve.
- e The Chairman of the Council may only chair one committee.
- f The Council may appoint standing committees or other committees as may be necessary and will determine their terms of reference (see appendix). The Chair and Vice-Chair of a committee may be appointed by the Full Council, or Council may delegate this decision to members of the committee. The Council may dissolve committees when they are no longer required.

6. Ordinary Council meetings

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

j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the Annual Meeting, the business of the Annual Meeting will include:

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

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

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

8. Previous resolutions

- a** A resolution will not be reversed within six months except either by a special motion, which requires written notice by at least five Councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b** When a motion moved pursuant to standing order 8(a) above has been disposed of, no similar motion may be moved within a further six months.

9. Voting on appointments

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

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

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

- h Motions rejected will be recorded by the Proper Officer, with an explanation for their rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting
 - ii. to move to a vote
 - iii. to defer consideration of a motion
 - iv. to refer a motion to a particular committee or sub-committee
 - v. to appoint a person to preside at a meeting
 - vi. to change the order of business on the agenda
 - vii. to proceed to the next business on the agenda
 - viii. to require a written report
 - ix. to appoint a committee or sub-committee and their members
 - x. to extend the time limits for speaking
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest
 - xii. to not hear further from a Councillor or a member of the public
 - xiii. to exclude a Councillor or member of the public for disorderly conduct
 - xiv. to temporarily suspend the meeting
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements)
 - xvi. to adjourn the meeting
 - xvii. to close a meeting.

12 Management of information

See also standing order 21.

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

13 Draft minutes

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda

for the meeting at which they are due to be approved, they will be taken as read.

- b There will be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes will be moved in accordance with standing order 11(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, will be confirmed by resolution and will be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they will sign the minutes and include a paragraph in the following terms or to the same effect:

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

14. Code of Conduct and dispensations

See also standing order 3(t) above.

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

possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

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

15. Code of conduct complaints

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

16. The Proper Officer

- a The Proper Officer will be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer will:
- i. **at least three clear days before a meeting of the Council, a Committee or a sub-committee serve on Councillors, by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email)**
 - ii. **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)**
See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3(c) above for a meeting of a committee
 - iii. subject to standing order 10 above, include on the agenda all motions received, unless a Councillor has given written notice at least 5 working days before the meeting confirming their withdrawal of a motion
 - iv. **convene a meeting of Full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office**
 - v. **facilitate inspection of the minutes by local government electors**
 - vi. **receive and retain copies of byelaws made by other local authorities**
 - vii. retain acceptance of office forms from Councillors
 - viii. retain a copy of every Councillor's register of interests
 - ix. assist with responding to requests made under freedom of information legislation and rights under data protection legislation, in accordance with the Council's relevant policies and procedures
 - x. liaise, as appropriate with the Council's Data Protection Officer, should one be appointed
 - xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary
 - xii. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form, subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980.)
 - xiii. arrange for legal deeds to be executed (*see also standing order 24 below*)
 - xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations
 - xv. record every planning application notified to the Council and the Council's response to the local planning authority
 - xvi. refer planning applications received by the Council to the Chairman, or in their absence Vice-Chairman, of the Planning Committee within two working days of receipt, to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee
 - xvii. manage access to information about the Council via the Publication Scheme.

17. Responsible Financial Officer

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

18. Accounts and accounting statements

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

19. Financial controls and procurement

- a** The Council will consider and approve financial regulations drawn up by the Responsible Financial Officer, which will include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls
 - ii. the assessment and management of financial risks faced by the Council
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which will be required at least annually
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b** Financial regulations will be reviewed regularly, and at least annually, for fitness of purpose.

- c** A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 (excluding VAT) but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.
- d** Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works will include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works will be drawn up
 - ii. an invitation to tender will be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process
 - iii. the invitation to tender will be advertised locally in any manner that is appropriate
 - iv. tenders are to be submitted in writing to the Proper Officer and a nominated councillor
 - v. tenders are to be reported to and considered by the Full Council or a committee or sub-committee with delegated responsibility.
- e** Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f** A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £214,904 for a public service or supply contract, or in excess of £5,372,609 for a public works contract, will comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website.

20. Handling staff matters

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

21. Responsibilities to provide information

See also standing order 22.

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

Council.

22. Responsibilities under data protection legislation

(Below is not an exclusive list).

See also standing order 12.

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

23. Relations with the press/media

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

24. Execution and sealing of legal deeds

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

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

25. Communicating with District and County Councillors

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

26. Restrictions on Councillor activities

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

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

27. Standing Orders generally

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

Appendix

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

Council policies should be reviewed at timely intervals.

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

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

Applications for a Biodiversity Grant

Applicant	Details of project	Amount applied for	Relevant Documentation provided	A&E recommendation
Downs Sailing Club	Towards the cost of re-usable water bottles as part of the project to make the NSSA regatta carbon neutral	£500	Yes	£500



Item: Water Filling Station Installation
Date: 29/04/26
Meeting: Annual Council meeting 2026
From: Admin Clerk

After finalising quotes for the installation of the water filling station at the Marine Road toilets, the Climate Emergency Working Group has agreed to forward the quotes for the purchase and fitting of the water station.

A meeting was held with one of the contractors and a representative of DDC, regarding the positioning of the water station. Later meetings were made with other contractors and they were informed as to the requirements and location.

Please see attached graphic for the approximate location of the installation. Alternative locations were reviewed and discounted due to costs of cleaning requirements and availability of water pipes.

This will include the installation of the water filling station, a sub meter and the hard standing (if required) at a prechosen area allowing for a connection to the water and waste pipes in the kitchen area of the toilet block. A meeting between a DDC representative and the contractor will be required before they begin the work to ensure everything is being done correctly.

The sub meter would measure the water used by the filing station and DDC would bill us for this amount plus a share of the standing charge for the facility.

We requested a concrete base to go underneath the station to prevent the water spilling on to the grass/mud underneath the station potentially causing harm to land, this was not a requirement of DDC. Two of the contractors have quoted for this one was unable to carry out the required work and as such has not included this in their costs.

The breakdown is as follows.

	Quote 1	Quote 2	Quote 3
Purchase of Station	350	Included	Included
Installation	420	1629.37	1495
Water meter	150	154.25	200
Hardstanding	Not Included	550	1100
Total	920	2333.62	2795

Quote 1 does not include the purchase of the water station by the contractor and would need to be bought by the council; this would increase the cost of the quote.

As part of the agreement with Dover District Council to attach this to their property Walmer Town Council will be responsible the costs of water, as this depends on usage we cannot give a number to what the future costs of the project will be.

The recommendation of the Amenities and Environment Committee is to agree Quote 1 at a cost of £920. The cost of the installation of the station is covered by a reserve and could therefore be agreed by Amenities and Environment Committee however the on costs of water both standing charge and cost per unit do not have a budget and therefore Full Council need to agree the project.

The Amenities and Environment committees recommendation is that Walmer Town Council accept quote 1 and agree the oncosts for the project.



Location of water filler station on toilets to the left is the beach.



Item: Water Quality
Date: 29/4/26
Meeting: Annual Council meeting 2026
From: Roland Aldred

In December the Clerk and members attended a meeting at Deal Town Council of various stakeholders regarding the water quality results from the Environment agency.

Deal Town Council have asked Walmer Town Council to host the next event and at the February meeting of the Full Council members were open to doing so.

Costs will be the hire of the room and some tea coffee and biscuits all in depending on the size of the room required between £80-£150.

Members to agree to recommend spending up to £150 to facilitate the meeting.

The meeting will include invites to Southern Water, the Environment Agency, local coastal Councils and, local stakeholders including swimmers, the Chamber of Trade, sailing, fishing and local environmental groups. Discussions are around actions taken by the various groups and what further can be done.

The recommendation of the Amenities and Environment Committee is to agree to delegate up to £150 to the Clerk to spend to facilitate a meeting of local stakeholders in to the Water Quality in the area.



Item: Community Governance Review 2026

Date: 28/04/26

Meeting: Annual Council meeting 2026

From: Roland Aldred

Dover District Council's Electoral Matters Committee met on the 27th of April to discuss officer recommendations following the consultation period on the matter of the Community Governance review.

The officer's recommendation based on the responses received for Walmer is to reduce the number of Councillors for Walmer Town Council by 3 from 15 to 12. This would mean a reduction of one Councillor in the wards of St Saviours (3 to 2), Wellington (5 to 4) and Upper Walmer (5 to 4).

The recommendation is based on the majority of public views received, with weighting added to the local council's view. In the case of Walmer Town Council members voted to make no comment and therefore the view of the council was not represented in the recommendation.

For Walmer Town Council wards, in total there were 9 responses to the consultation (from both Walmer residents and other residents of Dover District).

- 5 people were in favour of a reduction in the number of Councillors
- 4 people were in favour of keeping 15 Councillors.
- Of the 9 people who responded to the consultation, only 5 individuals were recorded as Walmer residents.
- Walmer residents voted 3 in favour of staying with 15 councillors with just 2 individuals requesting a reduction in numbers.

Current Recommendation: Impact On Representation

In terms of representation please see below table for a summary of the number of voters per elected member.

Ward/Council	Current		New Recommendation	
	No of councillors	Voters per Councillor	No of councillors	Voters per Councillor
Walmer (total)	15	442	12	552
Gladstone	2	378	2	378
St Saviours	3	421	2	631
Wellington	5	464	4	579
Upper Walmer	5	458	4	572

NALC advice on voters per councillor is: *“Where a town or parish is warded, the total recommended number is expected to be divided between the wards to give the best possible equality of electors per councillor.”*

The current total of 15 Councillors shows a difference between wards of up to 86 voters per councillor (between Gladstone and Wellington), whereas the recommended reduction will yield a 253 voters per councillor difference (between Gladstone and St Saviours). This would mean councillors on St Saviours ward would have 67% more residents per councillor.

The current total of 15 councillors fits better with NALC advice. To reduce the number of councillors and continue to meet NALC advice may firstly require a review of the ward boundaries to ensure more equal representation can be achieved. As this is not possible under the 2026 Community Governance Review, it may be appropriate to consider asking the number of councillors to be kept at 15 for the time being and ask the planned 2029 review to include boundary review as part of the scope.

Overall, the current recommendation will reduce the representation on Walmer Town Council for the residents of Walmer.

Impact on Councillors

In terms of the work carried out by the members of the council, members should consider overall workload for councillors and in particular the hours required to deliver the various Council initiatives, be it community events, Walmer In Bloom, management of Hawkshill or to support the many other items which form part of usual council operations. Fewer members are likely to mean an increased workload for future councillors which may also mean it becomes more difficult to appoint future councillors given these roles are voluntary.

To deliver a similar number of events and initiatives moving forward with reduced councillor numbers may also mean the council will need to hire in third parties at a cost to ensure that work can be completed, and in the case of events, that the health and safety requirements are fully met.

The committees will continue to need to operate and the reduction in numbers may require members to be asked to step in and attend more committee meetings or for committees to be combined creating longer meetings.

Next Steps

The next steps for this Community Governance review are as follows:

1. The recommendations of the Electoral Matter Committee will go to Full Council at Dover District Council. This is due to happen on 13th May 2026. Dover District Council will agree draft recommendations, which will then be published.
2. A further consultation will then take place in which Walmer Town Council will be given another opportunity to make representations.
3. In September, the Electoral Matters Committee will meet again and pass on their recommendations. Dover District Council’s Full Council will meet on the 21st October 2026 to agree the final recommendations.

4. In November 2026 DDC's Full Council will resolve to make the Community Governance Reorganisation Order.

For Walmer Town Council our next involvement will therefore be following the 13th May 26 DDC Full Council meeting. At this point we will be asked to review the recommendations made by the Full Council of DDC and comment on these.

It is worth noting that whilst at present there is a recommendation to reduce the number of councillors, there was a motion not seconded at the Electoral Matters Committee to keep Walmer Town Council at 15 members. As the Electoral Matters Committee is small with only 5 members, it is possible that this initial recommendation is subsequently changed at the Full Council meeting of DDC.

To note – at this point we await the recommendations of DDC Full Council on 13th May 2026 before making any representations.