



**WALMER TOWN COUNCIL**

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**Minutes of the Meeting of Walmer Town Council held on Wednesday 5<sup>th</sup> June 2024 at No 8 The Strand, Walmer.**

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

**Officers Present:** Roland Aldred, Town Clerk

**65. APOLOGIES FOR ABSENCE**

Cllrs Lee and Simpson offered apologies that were accepted.

**66. DECLARATIONS OF INTEREST**

No declarations were made.

**67. OPENNESS AND TRANSPARENCY**

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

**68. CHAIRMAN'S REPORT**

The Chairman reported:

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

**69. MINUTES**

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

**RESOLVED:** That the minutes be approved and signed.

Proposed by Cllr Friend

Seconded by Cllr Eddy

For 13

Against 0

Abstain 0

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

No matters were raised.

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

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

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

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

## **73. COMMITTEE REPORTS AND MINUTES**

- i. To receive any reports and any agreed minutes as follows:
  - a) Amenities + Environment – No minutes to present.
  - b) Finance + General Purposes – No minutes to present.
  - c) Walmer in Bloom – minutes from Mar 19, 2024.
  - d) Events Committee – minutes from Apr 23, 2024.
  - e) Planning Committee – minutes from Apr 9, 2024.
  - f) Climate Emergency Working Group — minutes from 28 Mar, 2024
  - g) Public Engagement Working Group – no meeting held.

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

Proposed Cllr Friend

Seconded Cllr Eddy

For 13

Against 0

Abstain 0

- ii. To receive any comments about the draft minutes of meetings taken place since the last council meeting.
  - a. Walmer in Bloom – Minutes from May 21, 2024.
  - b. Events Committee – Minutes from May 28, 2024
  - c. Planning Committee – minutes from May 7<sup>th</sup>, 2024.
  - d. Climate Emergency Working Group – minutes from May 16<sup>th</sup>, 2024.

**NOTED**

Proposed Cllr Eddy

Seconded Cllr Friend

For 13

Against 0

Abstain 0

## **74. REPORT OF THE CLERK**

The Clerk reported:

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

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

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

Proposed – Cllr Friend

Seconded – Cllr Eddy

For 13

Against 0

Abstain 0

## 75. FINANCIAL REPORT

- i. Bank Balances

Members received the bank balances

Bank Balances as at  
29/05/24

Lloyds bank	£ -
Unity Trust current	£ 36,224.44
Unity Trust Deposit	£ 430,679.98
<b>Total</b>	<b>£ 466,904.42</b>

ii. Monthly Finance report

i. Members received the February 2024 monthly financial report.

Financial update for month of May 2024					
Balance at start of month		£487,255.20			
<b>Payments</b>			<b>Receipts</b>		
Who	For	Amount	Who	For	Amount
SWCAA	Allotment Insurance	£200.00	Events Income	Events Pitches	£556.01
Staff	Salaries	£4,940.90	Allotments Income	Allotment Rents	£199.28
HMRC	NI and TAX	£1,260.64	HMRC	VAT Reclaim	£4,911.35
KCC LGPS	Pensions	£1,971.48			
KALC	Subscription Fees	£2,118.00			
Mitec	Telecoms	£124.80			
Public Works Loans Board	Repayment for Loan	£7,563.40			
Credit Card	Credit Card payments	£230.74			
Anna's Face Candy	Children's Festival	£175.00			
RG Williams	Toilet Repairs	£690.29			
Southeastern	Match Funding for Cycle Hub	£6,000.00			
EDF Energy	Utilities	£39.17			
Spectrum Safety	Extinguisher Testing	£36.00			
E-On Next	Utilities- No 8	£139.41			
NALC	Staff Training	£52.04			
HFE Signs	New Event Banners	£170.16			
Mr L Robbins	Audit	£140.00			
Lloyds Bank	Bank Charges	£3.00			
Allotments	Allotment Refunds	£162.39			
KCC Commserve	Photocopier copy charge	£95.60			
<b>Total</b>		<b>£26,113.02</b>	<b>Total</b>		<b>£5,666.64</b>
Balance at end of month		£466,808.82			
This month spend		-£20,446.38	Last year		-£14,903.93
% of yrs precept for month		8.21%	% of precept for month		6.06%
Total net spend YTD		-£30,067.55	Total spent LYTD		-£26,920.68
% of precept YTD		12.07%	% of precept LYTD		10.94%

Members requested that the credit card payments be made clear that this cleared the balance each month

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

Proposed Cllr Friend

Seconded Cllr Eddy

For 13                      Against 0                      Abstain 0

iii. The Clerk gave a verbal update on the Business rates.

**Noted**

Proposed Cllr Friend

Seconded Cllr Eddy

For 13                      Against 0                      Abstain 0

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

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

Proposed – Cllr Jull

Seconded – Cllr Richardson

For 13

Against 0

Abstain 0

## 76. INVITATIONS AND EVENTS

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

## 77. GRANTS

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

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

**RESOLVED** – To award a grant of £500

Proposed – Cllr Murray

Seconded – Cllr Friend

For 10

Against 2

Abstain 1

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

**RESOLVED** – To award a grant of £250

Proposed – Cllr Murray

Seconded – Cllr Friend

For 7

Against 6

Abstain 0

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

**RESOLVED** – To award a grant of £400

Proposed – Cllr Murray

Seconded – Cllr Jull

For 13

Against 0

Abstain 0

## 78. INTERNAL AUDITOR

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

**RESOLVED** – To note the report.

Proposed – Cllr Friend

Seconded – Cllr Eddy

For 13

Against 0

Abstain 0

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

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

Proposed – Cllr Waite-Gleave

Seconded – Cllr Eddy

For 13

Against 0

Abstain 0

**79. ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW**

Members received a copy of the AGAR form.

- i. The Annual Governance Statement

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

Proposed – Cllr Eddy

Seconded – Cllr Friend

For 13                      Against 0                      Abstain 0

- ii. The Accounting Statements

**RESOLVED** – To approve the Chairman sign the Accounting Statements.

Proposed – Cllr Jull

Seconded – Cllr Eddy

For 13                      Against 0                      Abstain 0

**80. MEDIA/COMMUNICATION POLICY**

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

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

Proposed – Cllr Murray

Seconded – Cllr Richardson

For 12                      Against 1                      Abstain 0

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

Proposed – Cllr Eddy

Seconded – Cllr Richardson

For 13                      Against 0                      Abstain 0

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

Proposed – Cllr Eddy

Seconded – Cllr Richardson

For 13                      Against 0                      Abstain 0

**81. COUNCIL RISK ASSESSMENT**

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

**RESOLVED** – To accept the Risk Management Statement.

Proposed – Cllr L Ludwig

Seconded – Cllr Friend

For 13                      Against 0                      Abstain 0

**82. DATE OF NEXT MEETING**

Wednesday 3<sup>rd</sup> July 2024.

The meeting closed at 20.10 pm.

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