

Minutes of a meeting of **LYDD TOWN COUNCIL**

held in the Council Chamber at the Guild Hall on Monday 6th June 2016

Present: Town Mayor, Cllr. R. S. Jones (Chairman) and Councillors T. Allen, D. Chapman, T. A. Dawes, Ms. V. M. Dawson, I. D. Dimmock, C. Goddard, A. R. J. Hills, Mrs. J. E. Jones, E. H. Last, L. N. Laws, G. F. A. Snell, M. F. Sweeney, M. J. Walsh and Mrs. C. J. Waters.

Town Clerk, Angela Alexander.

Deputy Town Clerk, Mrs. M. Weaver.

In the absence of the Town Mayor's Chaplain the Deputy Town Mayor, Cllr. Ms. Dawson, led the Council in prayer.

Absent: Apologies for absence was received from, Town Mayor's Chaplain, Revd. Miss. Lydia Terry.

214 MAYOR'S OPENING REMARKS

Town Mayor, Cllr. R. Jones said: "I would like to take this opportunity as the newly-elected Mayor and Chairman of the Council to say a few words before we start the meeting.

I hope we will have productive and well-structured meetings. I will be enforcing the speaking once and for a maximum of 3 minutes rule for Councillors on each agenda item. I hope this will stop us going round in circles as has happened in the past and that we will stick to the point and not get distracted from the subject on the agenda.

I look forward to us all working together over the next year".

At this juncture the meeting was adjourned to allow Community Warden, Paul Croft to address the Council.

215 COMMUNITY WARDEN

Paul said that he had had a very good partnership with the Council over the last 14 years and it was a sad time for him personally. He had enjoyed his time in Lydd looking after the community and working with Chris (Albrow) with his work on the Lydd Youth Set and Fred (Wood-Brignall) as a KCC Councillor. KCC has to find a lot of money and his department will provide a shared service of a Community Warden to Lydd but he would not be fully replaced He is now 65 and it was time to say thank you for all the support you have given me over the years.

The meeting was reconvened.

216 POLICE REPORT

A written report provided by PCSO Robinson was read by the Town Clerk as follows:

"Good evening everyone, apologies for my absence. I would like to start with looking at the crime figures for the month of May. There were 10 crimes this month. Some of these were thefts, from local shops to pieces of wood being taken from someone's driveway. There were 2 criminal damages one of a fence and one of some roof tiles. There was also an accidental arson down at Dungeness. In terms of ASB there were 16 this month. 6 of these related to nuisance vehicles, 6 nuisance youths including 5 calls in a 3 day period from Coronation Square. Since the calls were made and myself and colleagues attended there have been no calls to Coronation Square. There have also been 4 disturbances which are recorded as anti-social behaviour. This month I have held a surgery and attended a Police and Crime working group. The Police and Crime working group was the first one to be held. I found it to be successful and an excellent way to ensure myself as the local officer and members of the council maintain and continue an excellent working relationship. This month will see the annual Lydd Club day, fingers crossed the weather is excellent and a great time can be had by all. From a policing perspective last year went very well and I hope this year will be the same. I would like to remind everyone to keep their items and belongings close by as these crowded events are ideal for pick pockets. Also again with crowded events like this little children have a tendency to wonder off so please be vigilant not just for your own children but those small children you see on their own looking lost. My next surgery is on the 8th September please feel free to pop by with any issues or concerns you may have."

217 MINUTES

RESOLVED: (a) *The minutes of the meeting held on the 9th May 2016 were approved and signed as a true record. Proposed by Cllr. Ms. Dawson and seconded by Cllr. Sweeney. Unanimous.*

(b) *The minutes of the Annual Statutory Meeting held on the 16th May 2016 were approved and signed as a true record. Proposed by Cllr. Ms. Dawson and seconded by Cllr. Mrs. Jones.*

218 DECLARATIONS OF INTEREST

Cllr. C. Goddard declared an interest in any matter relating to Shepway District Council. Councillors agreed to declare any other matters as they arose.

219 QUESTIONS FROM THE PUBLIC

None.

220 CORRESPONDENCE (Appendix A – page 153)

A list of correspondence had been circulated to all Councillors.

The Town Clerk reported additional correspondence from KCC addressed to the Town Mayor regarding the Community Warden and an invitation from Natural England to the launch of the first stretch of the England Coast path in Kent and East Sussex between Camber and Ramsgate on July 19th.

Cllr. Chapman proposed that a letter be sent to Lydd Town Football Club Reserve Team on their achievement in gaining promotion in their League this season. He also suggested the Council host a reception for them. Cllr. Goddard seconded the proposal and it was agreed. Cllr. I. D. Dimmock declared an interest as a Committee member of Lydd Town FC and took no part in the discussion and decision thereon.

221 COMMITTEE MINUTES

The following minutes were put forward for adoption:

(a) Planning & Environment on 4th April 2016.

(b) Personnel on 18th April 2016.

Cllr. Laws said he wished to raise a matter concerning the handyman's work and the Chairman ruled that because it concerned a member of staff it could only be discussed in private session at the end of the meeting.

RESOLVED: *That the minutes be adopted.*

222 REPORTS FROM COUNCILLORS

Cllr. Ms. V. M. Dawson reported that she and the Town Mayor had carried out their surgery at the Coast on the 28th May where thanks were received on behalf of the majority of residents with the development of The Ship which was now well underway. On the site will be four chalet type bungalows with the estimated time scale of five months. One resident came with a list of complaints which was quickly remedied.

Cllr. Mrs. C. J. Waters reported that there used to be a sign re No Army Vehicles and she will work with the Town Clerk and Highways on this to fund from her Members grant. She had also requested a sign at Hammonds Corner but was advised that this would be a distraction to drivers and therefore a hazard. The boat at Station Road had been planted but not named yet, however, Cllr. Hills said it had been sign written with Barry Arter's name and Cllr. Mrs. Waters then agreed she would do a press release. The 2 bicycles had been replanted but the one outside Seagulls had been stolen. Unfortunately she had not been able to attend the Crime Working Group meeting as she had been attending another meeting in London but had emailed Mike Hill, Cabinet Member to look into getting a full time replacement for the Community Warden role. Cllr. Mrs. Waters had met with senior officers to run a pilot scheme in Lydd called 'Live Well' – helping people to look after themselves. She expressed disappointment that the Mayor had not been informed about the JAM Festival taking place on Romney Marsh and would forward details.

She had attended a meeting of the Shepway Advisory Group, as Chair, on a Youth Forum at the Civic Centre and for young people bullying had been raised as the number one issue.

Cllr. Hills suggested other Councillors attend the Emergency Planning Exercise, which he would be attending.

Cllr. Snell drew attention to the point that Councillors are required to inform the Town Clerk on the day of the meeting if they wished to make a report and that this decision had not been made by the Council. The Mayor stated that this item is only for brief reports for councillors

222 REPORTS FROM COUNCILLORS cont'd

attending meetings on outside committees. Cllr. Goddard said that past Mayor's would back him in that it is the responsibility of the Mayor and Town Clerk to discuss and agree the agenda and if the newly elected Mayor wished to make minor changes then so be it. Cllr Snell said he disagreed as it was the Council who made decisions and not the Mayor or Town Clerk. Cllr. Sweeney said he could not understand why this objection was being raised. It was agreed this matter would be discussed at the July meeting.

223 TOWN CLERK'S REPORT (Appendix B – Pages154)

Report had been circulated with agenda paperwork.

224 FINANCIAL MATTERS (Appendix C – Pages 155 to 162)

- (a) Payment of accounts presented at the meeting. **Resolved: Approved.**
- (b) Bank Reconciliation and Members' Internal Audit. **Resolved: Approved.**
- (c) Budget Monitor. **Resolved: Approved.**
- (d) Donation of £1,000.00 to Lydd Twinning Committee. **Resolved: Approved.**
- (e) Re-issue of report on the review of miscellaneous expenditure by the Internal Auditor and briefing note summary of statement of miscellaneous expenditure at the end of the financial year 31st March 2016. Cllr. Walsh said they are not miscellaneous items, miscellaneous items are only small items. Cllr. Last responded that they were mainly bits and pieces, possibly the sound equipment could have been under the heading of the Guild Hall expenditure but it was difficult to put the memorial bench under any heading as it was in memory of a former Mayor and he could see no other places where the items could be put. Cllr. Goddard proposed and seconded by Cllr. Last the reports be received. **Resolved: Agreed.**
- (f) Notice of NALC/SLCC National Salary Award 2016-18 EO2-16 (May 16). **Resolved: Noted.**

225 REVIEW OF COUNCIL COMMITTEES

The Chairman made the following statement:

"You will be aware that it was advised that there was insufficient time to hold a special meeting to discuss the review of Committees prior to this Council meeting. There was however a planned meeting of the Personnel Committee and this matter was discussed at the meeting of that Committee on 23rd May and the proposals were unanimously agreed to bring forward to Council as was the case at the meeting on Monday 18th April and the minutes of that meeting were also unanimously agreed. The proposal originally

Following full debate Cllr. Dimmock proposed and seconded by Cllr. Mrs. Jones that consideration of this item be deferred for a Special Meeting of the Town Council.

The Chairman reported that the earliest date this could be held would be the 27th June.

RESOLVED: That this date be agreed and that this be the only item for debate.

Cllrs. Chapman and Sweeney offered their apologies in advance for the date of this meeting.

226 ROYAL BRITISH LEGION

Cllr. Walsh re-iterated his previous comments that the Royal British Legion had got the British Legion premises and ground illegally and there should be an investigation as to how this happened. The RBL had forced the branch to hand over the keys. He felt the Town Council should not accept any money from the RBL until there had been a full investigation.

Cllr. Last was of the opinion that the RBL should pay for the time put in by the Town Council and the cost of reasonable legal expenses for a legal opinion.

Cllr. Walsh agreed to bring information to the Town Mayor and keep the Town Council advised of any complaints made by the former Branch Secretary to the Police on this matter.

RESOLVED: That the matter be referred to the Police in the first instance, on the grounds of the possibility of fraud.

227 TOWN SPRUCER

Cllr. Mrs. C. J. Waters reported that the scheme for the employment of a Town Sprucer had been brought to her attention by Cllr. Laws. The cost would be £124 per day and can include litter picking, removal of graffiti, cleaning signs and litterbins, cutting back of vegetation impeding paths and cycleways. Cllr. Mrs. Waters also queried the possibility of the Town Council taking over the planting of the flower beds which she understood SDC would not be

227 TOWN SPRUCER cont'd

doing in the future. She said that the finance for the employment of a Town Sprucer for the first few months could be done from the Pride in Lydd money and proposed that the scheme be considered.

Cllr. Ms. Dawson said she had been looking at two footpaths at the Coast but still did not know whose responsibility they were. Cllr. Laws responded that KCC are responsible for footpaths.

Cllr. Laws seconded the proposal.

RESOLVED: That this go to the Amenities Committee. 14 for, 0 against, 1 abstention (Cllr. T. Allen).

228 HMQ90

Cllr. Mrs. C. J. Waters reported that everything was well in hand for the Queen's 90th Birthday celebrations on the 12th June, and so far including the beacon lighting everyone has volunteered their time. The Working Group had decided they would like to do a permanent commemoration and 'Growth Rings' at Old Romney had quoted the sum of £1,490 + VAT to provide a seat round the Holm Oak tree near the Hardy Hall. No carving had been agreed or quoted for at this stage as the Community Interest Company were in the process of training an engraver and this could be done at a later date. Cllr. Mrs. Waters said she did not have the cost at present but would find out and bring this to the Council. The Town Council had allocated £1,000 for this project and Cllr. Mrs. Waters had pledged £2,000 from her Member's grant.

Cllr. Mrs. Waters proposed that this idea be accepted, with the £1,000 coming out of the Council's funds. Cllr. Allen expressed concern that a bench around the tree would encourage children to climb the tree. Cllr. Sweeney said that he knew this organisation and supported the proposal as it would be money well spent.

Cllr. Snell seconded the proposal.

RESOLVED: That the quotation be accepted and paid for from Town Council funds. 14 for, 0 against, 1 abstention (Cllr. T. Allen)

229 LYDD IN BLOOM

Cllr. Mrs. C. J. Waters reported that the preliminary judging would take place in late June and asked Councillors to tell her of any specific properties which should be looked at. Everything would be done on the same lines as the last 2 years. Her and Debbie McKenna had asked home owners and businesses to plant hanging baskets for HMQ90 and put flags out and several had responded. £100 was given by the Ladies Darts Team which was used for the lavender balls at the front of the Guild Hall and asked that they be invited them to the Lydd in Bloom reception. A category would be added for the most improved garden and next year she suggested people do "Open Gardens" at the Town and Coast for people to visit with money going to a nominated charity

RESOLVED: Received and noted.

230 USE OF THE RYPE

Submitted: Request by the Children's Centre to hold a promotional event on The Rype on Tuesday 14th June from 3-4pm. The Centre is trying to reach and involve families with older children in their centre services in the Lydd community and if the event is successful they would like to hold a monthly event.

RESOLVED: That permission be granted but they be informed that the fair for Lydd Club Day will be on The Rype so space could be limited. Proposed by Cllr. Chapman and seconded by Cllr. Goddard. Unanimous.

231 CIVIC AND LYDD CLUB DAY SERVICE

NOTED: The United Civic and Lydd Club Day Service was to be held on Sunday 12th June followed by the street party.

232 CIVIC ENGAGEMENTS (Appendix D – Page 163)

The list of engagements for May was circulated to all members.

RESOLVED: Received and noted.

233 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the press and public be excluded under s1(2) of the 1960 Act, for the following item, on the grounds that the confidential and personal nature of the business to be discussed is not in the public interest and is exempt information under the Data Protection Act 1998. Proposed by The Chairman and seconded by Cllr. Laws. Unanimous.

234 CONFIDENTIAL

The meeting closed at 8.12pm

Chairman_____

Date_____

Appendix A to the minutes of the Town Council meeting on 6th June 2016

LYDD TOWN COUNCIL

Correspondence to be reported to Town Council on 6th June 2016

Please contact the office to request to see any correspondence in advance, or view the correspondence file at the meeting.

***Unless otherwise indicated, this correspondence is for noting.
If there is an issue in the correspondence which any Member wishes to have debated, please ask the clerk to include it in the next agenda.***

1. Southern Water

Southern Water has just marked the first anniversary of its £1.4 million investment in a five-year programme to keep the South East's sewers running clear of fat, oil, grease and other unflushables, such as wet wipes, tampons and nappies. The keep it clear campaign is aiming to raise awareness about the fact more than 23,000 blockages occur in the 39,600KM sewers in the Southern Water's region. (File)

2. Cancer Research UK

A thank you letter to the Mayor for the gift of £1000. We are currently funding over half of all UK's research into cancer and making progress against over 200 types of cancer. (File)

3. Kent County Council

a) Suicide is the leading killer in men aged under 45 in Kent. We know that the majority of men who take their own lives aren't known to secondary mental health services. That's one of the reasons why we have designed a social marketing campaign, please display our poster. (File)

b) One Public Estate in Kent Workshop– 28th June Oakwood House, Maidstone. An invitation to attend the 'workshop which is supported by the Local Government Association. The workshop will enable all key stakeholders in Kent to hear the latest information about the national One Public Estate Programme as well as facilitate a discussion of how we can all help shape this further in Kent. Please confirm your attendance to David Meakin (david.meakin@kent.gov.uk) by 9th June. If you would like to discuss the workshop further then please contact Carol Patrick at carol.patrick@kent.gov.uk

4. Alzheimer's Society

A thank you letter for the Mayor's recent donation of £175 which includes £125 from Lorayne Minahan memory walk. Your support is greatly appreciated. (Enclosure)

5. Kent Association of Local Councils

Bills announced in Queen's speech 2016. (Enclosure)

6. 1st Lydd Scouts

a) A letter from 1st Lydd Scouts, thanking the Mayor's charity, for the kind donation of £250. (File)

7. Dungeness Estate Report

Dungeness Estate Report Monday 25th April - Sunday 22nd May 2016. (File)

8. Thank You Card

The Worshipful Mayoress of Lydd, Cllr Mrs Jean Jones sends a big thank you for the lovely flowers and for making the evening successful. (File)

9. Kent Police

You will be aware from the media that Great Britain threat level from Northern Ireland related terrorism has been raised from Moderate to Substantial – an attack is a strong possibility. Remember stay safe principles (Run, Hide, Tell) more guidance is available on gov.uk or search STAY SAFE on www.gov.uk (Enclosure)

Appendix B to the minutes of the Town Council meeting on 6th June 2016

Town Clerk's report to the Town Council on 6th June 2016

Unless otherwise indicated, this information about outstanding issues is for noting. If there is any matter which any Member wishes to have debated, please ask the clerk to include it in the next agenda

1. GUILDHALL

Snagging work now complete and 2nd payment raised. Retention for approx. 6 months regarding pointing works.

Awaiting date for asbestos tile removal in rear room.

2. MANOR ROAD PAVILION

Flat roofing now complete and site visit re snagging on 1st June

3. BIRTHDAY CARD FOR THE QUEEN'S 90TH BIRTHDAY

Example of card sent circulated to councillors.

4. SYNCHRONOME CLOCK

To note that the synchronome clock will be collected from the Manor Road Pavilion w/c 6th June for refurbishment

5. HONOURS BOARD

To note that the Mayor's Honours board will be updated with sign writing in gold leaf by Care Signs at Rye Harbour at the cost of approx. £50 + vat

6. DONATION SIGN

To note that the sign to accompany the defibrillator at Heysham Hall will be as follows:

This defibrillator was donated by Lydd Town Council with a contribution from Dungeness Angling Society. In 3mm aluminium composite size 150mm x 210 mm approx. at £38 + vat

Appendix C to the minutes of the Town Council meeting on 6th June 2016

	A	B	C	D
1	LYDD TOWN COUNCIL			
2	Bank Reconciliation Statement			
3	for the Council Meeting:			
4	6th June 2016			
5				
6	BANK and CASH:	Statement No.	E	
7	Lloyds TSB Current Account	50	118,869.96	
8	Lloyds TSB Reserve Account	27	75,920.97	
9	PettyCash		100.00	194,890.93
10				
11	LESS Unpresented Items:			
12				
13	CQ2587		10.00	
14	CQ2687		89.42	
15	CQ2690		677.03	
16	CQ2692		14.06	
17	CQ2696		780.00	
18	British Gas	20.05.16	60.70	
19	Southern Water	01.06.16	10.00	
20	Shepway District Council	01.06.16	593.00	
21	Shepway District Council	26.05.16	724.86	
22	AffinityWater	28.04.16	6.00	
23	Affinitywater	28.04.16	58.00	
24	EDF	04.06.16	12.00	
25	EDF	04.06.16	125.00	
26	edf	04.06.16	12.00	
27	CQ2700		90.00	
28	CQ2701		57.00	
29	CQ2702		1,000.00	
30	CQ2703		250.00	
31	CQ2704		250.00	
32	CQ2705		250.00	
33	CQ2706		825.00	
34	CQ2707		36.00	
35	CQ2708		74.30	
36	CQ2709		57.00	
37	CQ2710		47.28	
38	CQ2711		163.03	
39	CQ2712		54.50	
40	CQ2713		250.00	
41	CQ2714		27.75	
42	CQ2715		39.15	
43	CQ2716		375.00	
44	CQ2717		924.00	
45	CQ2718		30.00	
46	CQ2719		21,888.00	
47	CQ2720		2,033.83	
48	CQ2721		807.85	
49	CQ2722		106.28	
50	CQ2723		410.93	
51	CQ2724		770.37	
52	CQ2725		694.24	
53	CQ2726		948.28	
54	CQ2727		14.06	
55				35,645.92
56				
57				
58	Plus credits not yet at bank			250.00
59				
60				159,495.01
61				
62	Opening balance			210,927.50
63	PLUS Receipts			9,290.06
64	LESS Payments			60,722.55
65	Balance Carried Forward:			159,495.01
66				
67	Prepared by:			
68	<i>A Alexander</i>			
69			Date:	1/6/16
70				
71	Checked by:			
72	<i>Rogers</i>			
73	<i>P. Webb</i>		Date:	1/6/16
74			Date:	1/6/16
75				
76				



Your account statement
Statement sheet number: 27
Issue date: 13 May 2016
Page: 1 of 2

LYDD TOWN COUNCIL
13 HIGH STREET
LYDD
ROMNEY MARSH
KENT
TN29 9AF

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BUS BANK INSTANT
LYDD TOWN COUNCIL



Account Summary

Balance On 15 April 2016	£75,918.06
Total Paid In	£2.91
Total Paid Out	£0.00
Balance On 9 May 2016	£75,920.97

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
15 Apr 16		BALANCE BROUGHT FORWARD			75,918.06
9 May 16		INTEREST (GROSS)		2.91	75,920.97
9 May 16		BALANCE CARRIED FORWARD			75,920.97

1/6/16



Your account statement
Statement sheet number: 50
Issue date: 20 May 2016
Page: 1 of 1

LYDD TOWN COUNCIL
13 HIGH STREET
LYDD
ROMNEY MARSH
KENT
TN29 9AF

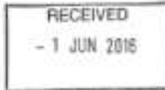
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BB ELECTRONIC TRF
LYDD TOWN COUNCIL



Account Summary

Balance On 13 May 2016	£123,934.82
Total Paid In	£0.00
Total Paid Out	£5,064.86
Balance On 19 May 2016	£118,869.96

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
13 May 16		BALANCE BROUGHT FORWARD			123,934.82
16 May 16	Direct Debit	TMICO	65.99		123,868.83
16 May 16	Cheque	002682	250.00		123,618.83
17 May 16	Cheque	002699	238.38		123,380.45
17 May 16	Direct Debit	BRIT GAS BUSINESS	623.00		122,757.45
17 May 16	Payment	600062420000000000		83.09	122,774.36
18 May 16	Cheque	002674	15.60		122,758.76
18 May 16	Cheque	002694	17.00		122,741.76
18 May 16	Cheque	002675	17.00		122,724.76
18 May 16	Cheque	002683	30.00		122,694.76
18 May 16	Cheque	002681	97.45		122,597.31
18 May 16	Cheque	002677	109.95		122,487.36
18 May 16	Cheque	002688	398.97		122,088.39
18 May 16	Cheque	002698	500.00		121,588.39
18 May 16	Cheque	002689	656.02		120,932.37
18 May 16	Cheque	002691	1,398.93		119,533.44
19 May 16	Cheque	002680	97.44		119,436.00
19 May 16	Cheque	002678	275.00		119,161.00
19 May 16	Cheque	002679	291.04		118,869.96
19 May 16		BALANCE CARRIED FORWARD			118,869.96

1/6/16

Appendix C to the minutes of the Town Council meeting on 6th June 2016 cont'd

LYDD TOWN COUNCIL

PAYMENT AND RECEIPT LIST

6th JUNE 2016

PAYMENTS				
09.05.16	W.P.S. Ltd	Inv94431 Tractor insurance	CQ2699	238.38
13.05.16	Lloyds Bank	Bank charges	DD	27.62
16.05.16	British Gas	Guildhall gas	DD	523.00
16.05.16	Timico	CCTV broadband rental	DD	65.99
18.05.16	Maidstone Borough Council	Tickets for toast for HMQ Mayor and Mayoress	CQ2700	90.00
18.05.16	Dover Town Council	Standing Joint Committee Cinque Ports Annual Meeting Lunch	CQ2701	57.00
20.05.16	British Gas	Pavilion gas	DD	60.70
23.05.16	Lydd Club Day	Donation	CQ2702	1,000.00
23.05.16	IMOS Foundation	Donation for tapestry	CQ2703	250.00
23.05.16	Adel Wilson	Bursary for DoE Gold Award	CQ2704	250.00
23.05.16	Karina Wilson	Bursary for DoE Silver Award	CQ2705	250.00
25.05.16	KCC re Kent Pension Fund	InvAF700000517b Pension Calculations	CQ2706	825.00
26.05.16	Lydd Club Day Committee	Lydd Club Day Luncheon Mayor and Mayoress	CQ2707	36.00
26.05.16	Shepway District Council	Inv.86103503 Bin emptying	DD	724.86
28.05.16	Affinity Water	Guildhall water	DD	6.00
28.05.16	Affinity Water	Allotments water	DD	58.00
01.06.16	Shepway District Council	Non Domestic Rates	DD	593.00
01.06.16	Southern Water	Guild Hall Water Drainage	DD	10.00
04.06.16	EDF	Garage Electricity	DD	12.00
04.06.16	EDF	Guild Hall Electricity	DD	125.00
04.06.16	EDF	Pavilion Electricity	DD	12.00
06.06.16	Supplies Team Ltd (Banner)	Inv8217357 Laser toner	CQ2708	74.30
06.06.16	KCC	InvFEM24001/2/3 Fire Extinguisher Maintenance	CQ2709	57.00
06.06.16	Mrs J Mathews	Reimburse consumables	CQ2710	47.28
06.06.16	Mrs C Waters	Reimburse sand and flowers for boat and troughs	CQ2711	163.03
06.06.16	Mrs M Weaver	Reimburse Flowers for Mayor's reception and parlour photo frame	CQ2712	54.50
06.06.16	The Confederation of the Cinque Ports	Annual Subscription	CQ2713	250.00
06.06.16	Mrs J P Johnson	Reimburse tractor oil filter	CQ2714	27.75
06.06.16	Mr J Hughes	Mileage and parking Cinque Ports Speakers	CQ2715	39.15
06.06.16	Lisa Hall	Refreshments Mayor's Reception	CQ2716	375.00
06.06.16	Gibbs & Son	Inv2958 Grass cutting May	CQ2717	924.00
06.06.16	Mr Merfyn James	Refund deposit Plot 72A	CQ2718	30.00
06.06.16	Charles E Sprinks & Sons Ltd	Inv External repairs to Guildhall 2 nd Payment	CQ2719	21,888.00
06.06.16	Mrs A Alexander	Salary Month 3	CQ2720	2,033.83
06.06.16	Mr M Chittenden	Salary Month 3	CQ2721	807.85
06.06.16	Mr J Hughes	Salary Month 3	CQ2722	106.28
06.06.16	Mrs J P Johnson	Salary Month 3	CQ2723	410.93

LYDD TOWN COUNCIL

PAYMENT AND RECEIPT LIST

6th JUNE 2016

06.06.16	Mrs J Mathews	Salary Month 3	CQ2724	770.37
06.06.16	Mrs M Weaver	Salary Month 3	CQ2725	694.24
06.06.16	HMRC	PAYE Month 3	CQ2726	948.28
06.06.16	Shepway District Council	CTAEO Ref. 13586068	CQ2727	14.06
RECEIPTS				
03.05.16	Friends of Lydd	Contribution for coast notice board	CR500056	250.00
09.05.16	Lloyds Bank	Reserve account interest	Tfer	2.91

Appendix C to the minutes of the Town Council meeting on 6th June 2016 cont'd**BRIEFING NOTE FOR THE COUNCIL MEETING TO BE HELD ON 6th JUNE 2016**Contingency Payments for the Financial Year ending 31st March 2016

The following table is an extract of the accounts showing all the contingency payments made in the last financial year. Note £15,700 was budgeted for the 2015-16 financial year.

Date	Cheque	Item	Contingency (Miscellaneous)	VAT	Total
13.04.15	CQ2385	Speech enhancement equipment	£2,987.12	£597.42	£3,584.54
18.05.15	CQ2417	De-activate Maxim gun	£120.00		£120.00
18.05.15	CQ2418	Photography 12/05/15	£100.00		£100.00
22.07.15	CQ2477	Memorial plaque and bench deposit	£150.00		£ 150.00
05.10.15	CQ2525	Balance payment for Cllr Masters' memorial bench and plaque	£1,269.84		£1,269.84
07.10.15	CQ2535	Signs for Memorial Gardens	£196.43	£39.29	£ 235.72
07.10.15	CQ2536	Poles for signs in Memorial Gardens	£223.46	£44.69	£268.15
07.12.15	CQ2570	Marie Masters Dedication lunch	£200.00		£200.00
TOTAL			£6,020.85	£836.20	£6,857.05

The budget for contingency for the current financial year is £6000.

Appendix C to the minutes of the Town Council meeting on 6th June 2016 cont'd

PREVIOUSLY CIRCULATED REPORT FROM THE INTERNAL AUDITOR RE MISCELLANEOUS EXPENDITURE
REISSUED FOR JUNE 2016 COUNCIL MEETING

As I will not be giving a written report on my audit visits until I visit to sign the Annual Return I thought I would just confirm my audit of the Miscellaneous Payments appearing in the accounts.

The Town Council have approved a budget of £15700 in respect of Miscellaneous Payments. This is what most Parish/Town Councils call their contingency budget for any unplanned expenditure during the year.

There is currently a total spend of £6,020.85 being shown against this budget being:

2015-2016 Miscellaneous Payments :

Speech Enhancement Equipment	2,987.12
Memorial Bench	1,619.84
Noticeboard	774.00
Memorial Garden	419.89
Deactivation of WW1 gun	120.00
Cllr/Staff Photos	100.00
TOTAL APPROVED SPEND TO DATE:	6,020.85
Balance available:	9,679.15
Total Approved Budget:	15,700.00

All the items of spending have been approved by Members.

Kevin Funnell FMAAT



E02-16

May 2016

2016 - 2018 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2016-2017 to be implemented immediately and backdated to 1 April 2016
- New pay scales for 2017-2018 to be implemented from 1 April 2017

Annex 1 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2016**.

Annex 2 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2017**.

The recommendations in Annex 1 & 2 are made jointly by NALC and SLCC.

Appendix C to the minutes of the Town Council meeting on 6th June 2016 cont'd**ANNEX 1**

NJC has reached agreement on the pay scales for 2016-17. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2016.

Pay scales from 1 April 2016

Scale	Points below Substantive range	Substantive Benchmark range	Points above Substantive range	
LC1				
	(15-17)	(18-22)	(23-25)	
15	£16,772	18	£17,891	
16	£17,169	19	£18,560	
17	£17,547	20	£19,238	
		21	£19,939	
		22	£20,456	
LC2				
	(26-29)	(30-34)	(35-38)	
26	£23,166	30	£28,556	
27	£23,935	31	£27,394	
28	£24,717	32	£28,203	
29	£25,694	33	£29,033	
		34	£29,854	
LC3				
	(39-42)	(43-47)	(48-51)	
39	£34,196	43	£37,858	
40	£35,093	44	£38,789	
41	£36,019	45	£39,660	
42	£36,937	46	£40,619	
		47	£41,551	
LC4				
	(52-55)	(56-60)	(61-68)	
52	£46,727	56	£51,573	
53	£47,885	57	£52,858	
54	£48,943	58	£54,623	
55	£50,313	59	£56,379	
		60	£58,145	
			61	£59,923
			62	£61,678
			63	£63,455
			64	£65,198
			65	£66,850
			66	£68,538
			67	£70,265
			68	£72,042

National Association of Local Councils - 020 7637 1865 - nalc@nalc.gov.uk - www.nalc.gov.uk

Society of Local Council Clerks - 01823 253646 - admin@slcc.co.uk - www.slcc.co.uk

ANNEX 1 - PART-TIME CLERKS - HOURLY RATES April 2016

Salary scales and hourly pay rates for ALL part-time clerks are calculated by pro-rata reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2016 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.717
SCP 16	£8.924
SCP 17	£9.120
SCP 18	£9.299
SCP 19	£9.647
SCP 20	£9.999
SCP 21	£10.363
SCP 22	£10.632
SCP 23	£10.944
SCP 24	£11.302
SCP 25	£11.660
SCP 26	£12.041
SCP 27	£12.440

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£14,514	£7.544	11	£15,507	£8.060
7	£14,615	£7.596	12	£15,823	£8.224
8	£14,771	£7.677	13	£16,191	£8.415
9	£14,975	£7.783	14	£16,481	£8.566
10	£15,238	£7.920			

Appendix C to the minutes of the Town Council meeting on 6th June 2016 cont'd

ANNEX 2

NJC has reached agreement on the pay scales for 2017-18. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2017.

Pay scales from 1 April 2017

Scale	Points below Substantive range	Substantive Benchmark range	Points above Substantive range
LC1			
	(15-17)	(18-22)	(23-25)
15	£17,072	18 £18,070	23 £21,268
16	£17,419	19 £18,746	24 £21,962
17	£17,772	20 £19,430	25 £22,658
		21 £20,138	
		22 £20,661	
LC2			
	(26-29)	(30-34)	(35-38)
26	£23,398	30 £26,822	35 £30,785
27	£24,174	31 £27,668	36 £31,601
28	£24,964	32 £28,485	37 £32,486
29	£25,951	33 £29,323	38 £33,437
		34 £30,153	
LC3			
	(39-42)	(43-47)	(48-51)
39	£34,538	43 £38,237	48 £42,899
40	£35,444	44 £39,177	49 £43,821
41	£36,379	45 £40,057	50 £44,918
42	£37,306	46 £41,025	51 £46,036
		47 £41,967	
LC4			
	(52-55)	(56-60)	(61-68)
52	£47,194	56 £52,089	61 £60,522
53	£48,364	57 £53,387	62 £62,295
54	£49,432	58 £55,169	63 £64,090
55	£50,816	59 £56,943	64 £65,850
		60 £58,726	65 £67,519
			66 £69,223
			67 £70,968
			68 £72,762

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ANNEX 2 - PART-TIME CLERKS - HOURLY RATES April 2017

Salary scales and hourly pay rates for ALL part-time clerks are calculated by pro-rata reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2017 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.873
SCP 16	£9.054
SCP 17	£9.237
SCP 18	£9.392
SCP 19	£9.743
SCP 20	£10.099
SCP 21	£10.467
SCP 22	£10.739
SCP 23	£11.054
SCP 24	£11.415
SCP 25	£11.777
SCP 26	£12.161
SCP 27	£12.564

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£15,014	£7.804	11	£15,807	£8.216
7	£15,115	£7.856	12	£16,123	£8.380
8	£15,246	£7.924	13	£16,491	£8.571
9	£15,375	£7.991	14	£16,781	£8.722
10	£15,613	£8.115			

CIVIC ENGAGEMENTS 2016-2017

MAY

The Worshipful The Town Mayor Of Lydd **Cllr. R. S. Jones**

- 16th New Romney Town Council – Annual Statutory Meeting & Mayor-making.
- 18th Mayor of Hastings – Annual Statutory Meeting & Mayor-making.
- 21st Confederation of the Cinque Ports AGM, Dover.
- 25th Chatham Station Reception and Beating Retreat, Brompton Barracks, Chatham, followed by fork Supper at Pasley House.

The Deputy Mayor Of Lydd **Cllr. Ms V. M. Dawson**

- 21st Confederation of the Cinque Ports AGM, Dover.

The Town Clerk of Lydd Town Council **Angela Alexander**

- 21st Confederation of the Cinque Ports AGM, Dover.