



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

Tel: 01304 362363

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

Dated 2nd October 2026

You are hereby summoned to attend the **COUNCIL MEETING** of **WALMER TOWN COUNCIL**
to be held on **Wednesday 7th October 2026 Walmer Parish Hall, Dover Road, Walmer.**
At 7.30pm.

Roland Aldred
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies.

2. DECLARATIONS OF INTEREST

Attach 1

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

3. OPENNESS AND TRANSPARENCY

To remind those present of the following: -

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

4. CHAIRMAN'S REPORT

Update on various matters from the Chairman.

5. MINUTES

Attach 2

To approve the minutes of the Council meeting of the 2nd September 2026.

6. REPORT ON ACTIONS FROM LAST MEETING

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

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

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

8. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

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

9. COMMITTEE REPORTS & MINUTES

- i. To receive any reports and any agreed minutes as follows:
 - a. Amenities & Environment – minutes from the 16th June 2026. Attach 3
 - b. Finance & General Purposes – No minutes to receive.
 - c. Walmer in Bloom – minutes from 28th July 2026. Attach 4
 - d. Events Committee – No minutes to receive.
 - e. Planning Committee – Minutes from August 4th 2026. Attach 5
 - f. Climate Emergency Working Group – Minutes from 2nd July 2026. Attach 6
- 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 the 24th September 2026.
 - b. Walmer in Bloom – minutes from 22nd September 2026.
 - c. Planning Committee – Minutes from 8th September 2026.
 - d. Climate Emergency Working Group – Minutes from 17th September 2026.

10. REPORT OF THE CLERK

To receive a report from the Clerk on matters received.

11. FINANCIAL REPORT

For noting:

- i. Bank balances. Attach 7
- ii. Committee budgets. Attach 7
- iii. Monthly statement for September 2026.

12. AGAR

Attach 8

To receive the completed AGAR and comments from the external auditor.

13. UPDATE ON OUTDOOR GYM

To receive a verbal update on the progress of the outdoor gym.

14. RECRUITMENT OF A NEW TOWN CLERK

Attach 9

- i. To receive recommendations from the Human Resources Committee on how to proceed with the recruitment of a new Town Clerk.
- ii. To receive for noting the advertisement to be used in recruiting a new Town Clerk.

16. DATE OF NEXT MEETING

4th November 2026

Declarations of interest

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interest (VAOI)

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

Note to the code:

Situations in which a member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an 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.



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DRAFT Minutes of the Meeting of Walmer Town Council held on Wednesday September 2nd 2026
– 7.30 pm at Walmer Parish Hall, Dover Road, Walmer.

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

Officer Present: Roland Aldred, Town Clerk.

204.APOLOGIES FOR ABSENCE

Apologies were received from Cllrs K Lee, M Simpson, P Ludwig, L Ludwig, E Crockford and J Murray.

205.DECLARATIONS OF INTEREST

No declarations were made.

206.OPENNESS AND TRANSPARENCY

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

207.CHAIRMAN'S REPORT

Cllr Bond reported:

That he had attended the VJ Day and Burma Star memorial.

He had also attended a meeting on the public toilets along with the Clerk details of which will be in the Clerks report.

That the council wished to thank Councillors and Volunteers who help on the day to make the Brocante such as successful event, special thanks went to the office staff who worked all day and without which there would be no event.

That there had been some complaints from residents on Station Road in relation to a new business these had been referred to the relevant authorities who offered advice to the business.

208.MINUTES

Members received the minutes of the Council meeting held on Wednesday, July 1st 2026.

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

Proposed by Cllr A Friend

Seconded by Cllr M Eddy

For 9

Against 0

Abstain 0

209.REPORT ON ACTIONS FROM THE LAST MEETING

The Clerk provided an update that the Kent Fire and Rescue Authority had met in August and the proposal to close the on-call section at Deal Fire Station had not been agreed. Therefore, as there is no proposal to close any Fire Stations currently the consultation is not going ahead.

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

No members of the public, DDC or KCC were present. Cllr C Vinson offered apologies.

211.CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

Members received a verbal report from the Clerk from the Kent Police Walmer Newsletter:

- Community engagement events will be taking place in Deal/Walmer on 4th and 8th Sept at the Deal Family hub, 9th Sept at Royal Marines Association and 25th Sept at the Landmark Centre.
- Two people have been arrested in connection with the arson in St Margarets.
- One person has been arrested in connection to break ins within the area.
- Two arrests were made after 3kg of class A drugs were seized.
- Continuing fraud bank and Police impersonation scams

212.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 – minutes from the 30th April 2026.
- c. Walmer in Bloom – minutes from 26th May and 23rd June 2026.
- d. Events Committee – Minutes from 17th June and 22nd July 2026.
- e. Planning Committee – Minutes from 9th June and 7th July 2026.
- f. Climate Emergency Working Group – Minutes from 28th May 2026.

RESOLVED – To accept the minutes of the committees.

Proposed by Cllr A Friend

Seconded by Cllr M Eddy

For 9

Against 0

Abstain 0

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

- a. Finance & General Purposes – minutes from the 29th July 2026.
- b. Walmer in Bloom – minutes from 28th July 2026.
- c. Events Committee – Minutes from 19th August 2026.
- d. Planning Committee – Minutes from 4th August 2026.
- e. Climate Emergency Working Group – Minutes from 2nd July 2026.

RESOLVED – To note.

Proposed by Cllr M Eddy

Seconded by Cllr A Friend

For 9

Against 0

Abstain 0

213.REPORT OF THE CLERK

The Clerk reported:

- i. The Drill Field lease is still with the Rugby Club, and we are awaiting a response from the Club.
- ii. Sound bath event at Walmer Peace Garden was cancelled due to weather.
- iii. The Walmer in Bloom presentation took place in August.
- iv. He attended a KALC session on asset transfers looking at how asset transfers are managed and what the Town Council needs to be ready.
- v. He met with DDC about the public toilets and potential for asset transfer. The clear message was that DDC were looking to transfer the facilities to Town/Parish Councils that wished to take them on, there are no plans to close any public toilets. Should there be any change in plans before any decisions were reached DDC would contact Town/Parish Councils about taking over the assets.

214.FINANCIAL REPORT

- i. Monthly bank balances.

Bank Balances as at 26/08/26

Charity Bank	£104,485.29
Redwood bank	£104,000.41
Unity Trust current	£42,824.17
Unity Trust Deposit	£272,057.85
Total	£523,367.72

RESOLVED – Members agreed to note the bank balances.

Proposed by Cllr P Jull

Seconded by Cllr A Friend

For 9

Against 0

Abstain 0

- ii. Committee Budgets

Committee budget vs spend 2026/27 as at 31/07/26

Committee	Budget	Spend	notes
Amenities and Environment	£28,000.00	£ 4,398.00	includes CEWG
Events	£16,500.00	£ 3,173.93	
Finance and General purposes	£ -		
Human Resources	£ -		
Planning	£ -		
Walmer in Bloom	£26,800.00	£ 6,353.53	includes Hawkshill and Peace Garden

RESOLVED – Members agreed to note the committee budget positions.

Proposed by Cllr M Eddy

Seconded by Cllr A Friend

For 9

Against 0

Abstain 0

iii. Monthly Finance report

Members received the monthly finance reports for June and July

Financial update for month of June 2026
Balance at start of month £562,517.76

Who	For	Amount	Budget Header
Apex Clean Ltd	Office Cleaning	£160.00	Running Costs-No 62
British Gas	Utilities	£91.34	Running Costs-No 62
Dave Halpin	Window Cleaning	£12.00	Running Costs-No 62
Mr Lionel Robbins	Audit	£280.00	Audit Fees
SWCAA	Allotment Insurance	£5.00	Allotments-Utilities
Radio Solutions	Event Radios	£223.99	Events-General Events
Business Stream	Utilities	£45.19	Running Costs-No 62
DWKRA	Grant	£600.00	General Grants
Mitec	Telecoms	£150.29	Running Costs-No 62
Décor	Paint for Planters	£89.98	Projects and Activities-Walmer In Bloom
Easily	Webhosting	£15.96	Professional and Legal-IT
TGJones	Vouchers for WIB	£150.00	Projects and Activities-Walmer In Bloom
Drinking Fountain Solutions	Water filler station	£440.40	Climate Emergency-Water Refill Stations
Coastal Motors	Repairs	£130.00	Land Management-York and Albany Close
Pollunit	Voting Website	£78.17	Projects and Activities-Walmer In Bloom
Tower Leaflet Distribution	WIB Leaflets	£700.00	Projects and Activities-Walmer In Bloom
Walmer Parish Churches	Meeting Room Hire	£41.25	Admin-Meeting Room Hire
Circus Skills Workshop	Children's Festival	£516.00	Events-Children's Festival
Lloyds Bank	Bank Charges	£3.00	Admin-Bank Charges
HMRC (PAYE/NI)	Tax and NI	£1,935.78	Salaries and Staff Costs-PAYE and NI
Rich Rhythms	Children's Festival	£195.00	Events-Children's Festival
The Engraving Room	Hawkshill Plaques	£71.82	Hawkshill-Hawkshill Management Plan
Unity Bank	Bank Charges	£11.50	Admin-Bank Charges
Staff	Salaries	£5,796.82	Salaries and Staff Costs-Salaries and Pensions
KCC LGPS	Pensions	£1,855.49	Salaries and Staff Costs-Salaries and Pensions
Total		£13,598.96	

Balance at end of month £560,756.96

This month spend -£11,760.81

% of yrs precept for month 4.52%

Total net spend YTD -£40,289.68

% of precept YTD 15.50%

Who	For	Amount	Budget Header
Unity Bank	Credit Interest	£1,523.88	Interest-Unity Deposit
Stall Holders	Children's Festival	£150.00	Children's Festival
Allotment Holders	Rent and Deposit	£164.29	Allotments
Total		£1,838.17	

Last year £12,606.98

% of precept for month 4.82%

Total spent LYTD £4,752.68

% of precept LYTD 1.82%

Balance at start of month	£550,756.95
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Payments			
Who	For	Amount	Budget Header
Amazon UK	Tent Poles for Gazebo	£14.65	Events General
Apex Clean Ltd	Office Cleaning	£160.00	Running Costs-No 62
Bounby Pest Control	Removal of Wasps Nest	£116.00	York and Albany Close
British Gas	Utility Bills	£111.96	Running Costs-No 62
Castles Secure Shredding	Shredding of documents	£37.00	Running Costs-No 62
Changshashiandianzishangwuyouxiangongsi	Acrylic Pens for Children's Festival	£30.48	Children's Festival
Chapman Landscape and Garden Contractors	Watering of WIB baskets	£1,064.00	Walmer in Bloom
Dave Halsin	Window Cleaning	£24.00	Running Costs-No 62
Deal Parochial School	Donation for WIB Poster Competition	£50.00	Walmer in Bloom
	Hire of Walmer Green for Children's Festival, hire of large bins for Children's Festival, Legal Fees for Outdoor Gym		
Dover District Council		£1,092.43	Children's Festival, Outdoor Gym
Staff	Salaries	£5,913.22	Salaries and Staff Costs
Hambill Ltd	World Cup Bunting for Children's Festival	£22.31	Children's Festival
HFE Signs	Signs for Events	£101.38	Events General
HMRC (PAYE/NI)	Tax and National Insurance	£1,992.83	Salaries and Staff Costs
Hooja Health and Wellbeing	Events at Walmer Peace Garden	£215.00	York and Albany Close
Information Commissioners Office	Subscription Renewal	£47.00	Subscriptions
Junk Orchestra	Payment for Children's Festival	£924.00	Children's Festival
Kent Courier Services	Photocopier	£184.31	General Office Costs
Kent County Council Local Government Pension Scheme	Pension Payments	£1,896.64	Salaries and Staff Costs
Lloyds Bank	Bank Charges	£3.00	Bank Charges
Look and Design By Jasmine Rosser	Payment for Children's Festival	£225.00	Children's Festival
Meta Platforms Ireland Ltd	Advertising boosts for WIB and Events	£21.00	Walmer in Bloom, Childrens Festival
Mitec	Telecoms	£154.99	General Office Costs
Allotment Holders	Refunds	£295.86	Allotments
Peter St Ange	Donation and food payments	£241.40	Children's Festival
Pulseaid Euro Ltd	Medical for Events	£246.91	Children's Festival
Red Day Garden Services	Removal of plants and bush on Walmer Beach	£367.00	Walmer in Bloom
Refurb Direct Ltd	Air Cooling Unit	£79.99	General Office Costs
Repair Ltd	Felt Tip Pens for Children's Festival	£9.98	Children's Festival
RG Williams	Repair of taps at Allotments	£79.20	Allotments
Secprint Ltd	Wirebands for events	£75.00	Events General
Sin Distributors LTD	Ballpoint Pens for Events	£4.99	Events General
SWCA	Insurance for Allotment Holders	£10.00	Allotments
The Beacon Primary School	Donation for WIB Poster Competition	£50.00	Walmer in Bloom
The Downs CoE Primary School	Donation for WIB Poster Competition	£50.00	Walmer in Bloom
The Sign Lady Ltd	Sign bracket for Hawkshill	£32.68	Hawkshill
Toot Shack	Repairs to Hawkshill equipment	£120.00	Hawkshill
Unity Bank	Bank Charges	£10.75	Bank Charges
Vaughtons	New Badge of office	£1,017.60	Chairman's Civic Function
Viking	Stationery	£209.96	General Office Costs
Welsford Garden Machinery Parts	Petrol for hedge cutters	£35.00	Hawkshill
Young's Nurseries	WIB basket plants	£1,323.84	Walmer in Bloom
Young Parkin Sign	Signs for Hawkshill	£345.07	Hawkshill
Total		£19,006.42	

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Balance at end of month	E\$32,148.96
This month spend	E\$18,607.99
% of yrs precept for month	7.16%
Total net spend YTD	E\$7,136.87
% of precept YTD	18.13%

Last year	£16,517.53
% of precept for month	6.32%
Total spent LYTD	£8,663.23
% of precept LYTD	3.32%

- iv. To agree to pay KOMPAN invoice of £121,262.46+VAT
RESOLVED – Members agreed to note the monthly finance reports for June and July and agree payment of invoice to KOMPAN
 Proposed by Cllr M Eddy
 Seconded by Cllr A Friend
 For 9 Against 0 Abstain 0

215.GRANTS

Members received recommendations from the Finance and General Purposes committee on grant applications made.

- i. Walmer Parish Churches

Members received an application for £500 toward a new floor for the Parish Hall

RESOLVED – Members agreed to award the grant.

Proposed by Cllr A Friend

Seconded by Cllr M Eddy

For 9	Against 0	Abstain 0
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ii. Tang Soo Do

Members receive a recommendation to award a grant of £500 to Tang Soo Do martial arts club for training equipment.

RESOLVED – Members agreed to award the grant.

Proposed by Cllr A Friend

Seconded by Cllr P Jull

For 6

Against 0

Abstain 3

216.OUTDOOR GYM

Members received a verbal report from the Clerk on the progress of the Outdoor Gym. The concrete pad is now in place, and on the 3rd September installation of the equipment will start. The following week weather permitting the wet pour will be laid. Inspections will then take place before the gym is handed over to Walmer Town Council. Following this a low-key opening ceremony will take place and a number of induction sessions will be held.

217.RECOMMENDATIONS OF THE INTERNAL AUDITOR

Members received written report from the Clerk on the recommendations made by the internal auditor that the Finance and General purposes committee had reviewed. The final recommendations from the Finance and General purposes in changes to the Financial Regulations were put to members of the Council.

RESOLVED – To amend the financial regulations as below.

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, other than appropriate in principle advice to the council, with regard to enhancing the good governance and efficiency from the internal auditor**
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

Proposed by Cllr M Eddy

Seconded by Cllr A Friend

For 9

Against 0

Abstain 0

5.9 Where the value is between **£1000** and £10,000 excluding VAT, the Clerk will try to obtain 3 estimates.

Proposed by Cllr P Jull

Seconded by Cllr D Richardson

For 9

Against 0

Abstain 0

218.COMMUNITY RESILIENEC PLAN

Members received a written report detailing the work carried out by the working party in creating a Community Resilience Plan. To date members have identified the risks and actions that can be taken during various emergencies. Members have been working with KCC and DDC to ensure that the WTC plan works alongside the other authorities plans. DDC are currently updating their plan which WTC will look to filter in to the final plan.

Members although not at the stage at this time of being able to appoint request delegated authority alongside the Clerk to appoint volunteers to the roles within the kent resilience forums model plan.

RESOLVED – To delegate responsibility to the Working Party and Clerk to appoint volunteers to the roles within the plan.

Proposed by Cllr S Waite-Gleave

Seconded by Cllr M Eddy

For 9

Against 0

Abstain 0

219. DATE OF NEXT MEETING

7th October 2026.

The meeting closed at 20.40

Signed: Date:



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MINUTES

Minutes of the meeting of the Amenity and Environment Committee held on Tuesday 16th June 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 S Waite-Gleave.

Non-Voting co-optee present – Mr M Knott.

Officer present: Roland Aldred –Town Clerk

94. ELECTION OF A CHAIRMAN OF THE COMMITTEE FOR 2026/27

Cllr M Eddy was the only nomination made.

AGREED – To appoint Cllr M Eddy as the Chairman of the Amenities and Environment Committee for the year 2026/27.

Proposed by Cllr R Blackwell

Seconded by Cllr P Findley

For – 6

Against – 0

Abstain -0

95. ELECTION OF A VICE-CHAIRMAN OF THE COMMITTEE FOR 2026/27

Cllr R Blackwell was the only nomination made.

AGREED – To appoint Cllr R Blackwell as the Vice Chairman of the Amenities and Environment Committee for the year 2026/27.

Proposed by Cllr P Findley

Seconded by Cllr M Eddy

For – 6

Against – 0

Abstain -0

96. WELCOME AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting.

Cllrs L Ludwig, P Ludwig and M Simpson offered apologies.

97. 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.

98. DECLARATIONS OF INTEREST

No interests were declared.

99. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the committee meeting held on Thursday 23rd April 2026.

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

Proposed by Cllr R Blackwell.

Seconded by Cllr P Findley.

For - 6

Against - 0

Abstain – 0

100. REPORTS ON MATTERS FROM LAST MEETING

No matter to report.

Members requested that the item regarding the defibrillator at Elizabeth house be brought back to the next meeting.

101. QUESTIONS FROM THE PUBLIC

No members of the public were present.

102. HIGHWAYS IMPROVEMENT PLAN

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

NOTED – Members asked on the progress with DDC of the signage for the promenade warning of cycles, the Clerk updated members that once the Gym paperwork was completed that he would start work on this.

Proposed by Cllr R Blackwell

Seconded by Cllr P Findley

For – 6

Against – 0

Abstain -0

- 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 an issue on Court Road of speeding around the Station Road/Court Road Junction.

AGREED – that this is not an issue the HIP can tackle, the Clerk has informed the local police already.

Proposed – Cllr R Blackwell

Seconded – Cllr D Richardson

For - 6

Against – 0

Abstain – 0

- iii. Members received a verbal report from the Clerk on the parking issues on Kingsdown Road. Dover District Council have been working with English Heritage to find a solution and have agreed to make an application for double yellow lines around the blind bends in the area in July.

- iv. Members received a verbal report from the Clerk on the flooding issue in Kingsdown Road. KCC have written to Walmer Town Council to confirm that should the drainage channels become blocked they will clear these.

- v. New items to be considered at next meeting.
The Clerk was asked to submit a maintenance report about potholes along Walmer Castle Road.
No items were brought forward.

NOTED – Items iii. and iv. Were noted

103. ACCESSIBLE KERB REPORT

Members received a verbal report from the Clerk and Mr Knott on the progress of the updated accessible kerb phase 2 investigation. All areas of Walmer have now been reviewed and a meeting to set priorities will be set. At the next meeting a report will be brought forward to allow us to set the next steps up for the HIP.

104. STONY PATH

Members received a written report about the ongoing work the council are undertaking to claim ownership of Stony Path.

AGREED – To ask the Clerk and Cllr P Ludwig to follow up with a solicitor to ascertain what we need to do next to progress the application and associated issues surrounding the potential ownership. Approximate cost of this work will be £250.

Proposed – Cllr D Richardson

Seconded – Cllr P Findley

For - 5

Against – 1

Abstain – 0

105. DATE OF NEXT MEETING

24th September 2026.

The meeting was closed at 19.40

.....
Signature

.....
Date



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Minutes of the meeting of the Walmer in Bloom Committee held on 28th July 2026 at 62 The Strand, Walmer, at 5.30 pm.

Present:

- Cllr L Ludwig (Chairing)
- Cllr R Blackwell
- Cllr P Findley
- Cllr D Richardson
- Cllr S Waite-Gleave
- Mrs D Bogue

Officers present: John Miles (Administration Officer)

Cllrs Richardson and Blackwell were late in attendance

162. APOLOGIES FOR ABSENCE

Apologies received from Cllr P Ludwig and Miss A Late

163. DECLARATIONS OF INTEREST

None Submitted.

164. MINUTES OF LAST MEETING

Resolved: To approve the minutes of the meeting held on 23rd June 2026 with minor change to entry 124.

Proposed- Cllr S Waite-Gleave

Seconded- Cllr P Findley

For- 3 Against-0 Abstain-0

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

None Received

166. CHAIRMAN'S REPORT

- i. **Noted:** Chair informed committee that the agenda covered all points she wanted to make and for expediency a separate report was not necessary.

Cllr D Richardson arrived at this point.

167. ADMIN REPORT

- i. **Noted:** Update from admin regarding previous actions.
 - A request was made to acquire gloves for all planter volunteers, admin to check budget.
- Resolved:** Billing for the planter and basket watering will return to monthly payment.
- Proposed- Cllr P Findley

Seconded- Cllr S Waite-Gleave

For- 4

Against-0

Abstain-0

Actions: Admin to inform Mr Chapman that we will return to billing monthly.

- **Actions:** Admin to check budget for purchase of gloves for planter volunteers.

Cllr R Blackwell arrived at this point.

168. WALMER IN BLOOM CAMPAIGN

- i. **Noted:** Committee received update on the garden competition

Actions: Admin to put reminder on Facebook for the remainder of voting.

- ii. Committee were informed of the costs and date for the presentation from English Heritage, members agreed on the date, time and number of guests.

Resolved: The presentation will be on Friday 21st August, if guests are given permission to look around the gardens, the presentation will be between 2:30pm and 5:00pm. If permission is not given then it will be between 2:30pm to 4:30pm if not.

Proposed- Cllr L Ludwig

Seconded- Cllr S Waite-Gleave

For- 5

Against-0

Abstain-0

Actions: Admin to contact English Heritage and confirm requirements for the presentation.

Resolved: Thirty guests to be invited to the garden presentation at Walmer Castle, invitations will be subject to change where required.

Proposed- Cllr D Richardson

Seconded- Cllr L Ludwig

For- 5

Against-0

Abstain-0

Actions: Admin to create invitations and send them out once winners have been confirmed.

Resolved: Winner vouchers to be increased to £35 per category.

Proposed- Cllr S Waite-Gleave

Seconded- Cllr D Richardson

For- 5

Against-0

Abstain-0

Actions: Clerk to purchase winner vouchers from Deal Garden Centre for a total of £175.

- iii. A draft version of the winner certificate was given to the members; the certificate has been approved with minor changes to the pictures used.

Resolved: Certificate to be edited as requested and used for the presentation.

Proposed- Cllr S Waite-Gleave

Seconded- Cllr R Blackwell

For- 5

Against-0

Abstain-0

Actions: Admin to edit certificate as requested before presentation.

- iv. Members were informed that the Hawkshill Volunteers have asked for several new tools for use at the Freedown. Prices from three suppliers were sourced.

Resolved: Purchase one each of Root Slayer shovels, Admin to check with local companies if they can provide requested tools.

Proposed- Cllr P Findley

Seconded- Cllr D Richardson.

For- 5

Against-0

Abstain-0

Actions: Admin to check with local suppliers for shovels, if unable to obtain them, then Admin to purchase two shovels from another company for a total of £94.14

- v. Members were given a list of requested purchases to be authorised for WIB and the council planters for a total of £943.
Resolved: Purchases for Walmer In Bloom competition and planters were authorised.
Proposed- Cllr L Ludwig
Seconded- Cllr S Waite-Gleave
For- 5 Against-0 Abstain-0

169. HAWKSHILL

- i. Members were given a list of requested purchases to be authorised for Hawkshill for a total of £133.69.
Resolved: Purchases for Hawkshill were authorised.
Proposed- Cllr L Ludwig
Seconded- Cllr S Waite-Gleave
For- 5 Against-0 Abstain-0
- ii. A request from the Chairman and Cllr P Ludwig to create an extra budget for refreshments for the Hawkshill Volunteers and the purchase of two vacuum flasks for use at Hawkshill.
Resolved: Authorisation for purchase of vacuum flasks and a budget for refreshments for volunteers to be set at £400.
Proposed- Cllr L Ludwig
Seconded- Cllr S Waite-Gleave
For- 5 Against-0 Abstain-0
Actions: Clerk to buy vacuum flasks and Admin to create the budget via existing funds.
- iii. The committee were given an update regarding the shingle washing down Hawkshill access road.
Resolved: Clerk to write a letter to residents of Hawkshill Camp Road indicating that neighbours have concerns regarding the state of the road.
Proposed- Cllr D Richardson
Seconded- Cllr S Waite-Gleave
For- 5 Against-0 Abstain-0
Actions: Clerk to write letter to the residents of Hawkshill Camp Road.
- iv. A member of the public has mentioned at a pedestrian gate of some kind would be helpful on the new path through Hawkshill, Admin to research gate types and suppliers.
Actions: Admin to research gate types and suppliers.
- v. Admin to begin advertising of the Haymaking event, informing the public of dates and times and that it is weather dependent. Poster and other advertising can be agreed on via email.
Resolved: Any agreements required before the September meeting will be completed through email. Any decisions can then delegate work to Admin.
Proposed- Cllr D Richardson
Seconded- Cllr S Waite-Gleave
For- 5 Against-0 Abstain-0
Actions: Admin to begin creating advertising material for the haymaking event.

170. WALMER PEACE GARDENS

- i. **Noted:** Members received a verbal report from WPG representative.
- The committee thanked the Clerk and Cllr Findley for removing a median wasp nest in the peace gardens.

Cllr P Findley left at this point

- A Pilates event was held and went with no difficulties.
- The WPG committee would like to purchase wildflowers for WPG, Admin to look into original order forwarded to KCC.
- The committee would also like to purchase several plants, Mrs Bogue or other member may meet with Clerk at Deal Garden Centre or will approach the supplier to see if an invoice can be sent instead.
- Several new events will be run soon,
- Admin to remind the sound bath owner that there are no facilities such as toilets available. However, there is no objection to the event being run from the WPG committee.

Actions: Admin to look into original order forwarded to KCC for wildflowers.

Actions: Clerk to look into purchasing plants from Deal Garden Centre.

Actions: Admin to contact sound bath owner regarding the lack of facilities available at WPG.

- ii. **Resolved:** To charge £15 for the sound bath event. Possible review afterwards to see if later events are to be allowed. Request that a sign be put up to inform others what is going on to prevent disturbing the event.

Proposed- Cllr R Blackwell

Seconded- Cllr D Richardson

For- 4 Against-0 Abstain-0

Actions: Admin to contact sound bath owner regarding costs and permission to use the WPG green space.

171. ITEMS FOR INCLUSION ON NEXT AGENDA

172. DATE OF NEXT MEETING

The August meeting has been cancelled; the next meeting will be held on 22nd September 2026 at 5:30pm.

The meeting closed at 19:20.

Signed _____

Dated _____



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 4th August 2026 at 7.01pm at Elizabeth House, St Mary's Road, Walmer.

Present: Councillors:
Cllr J Murray (Chair)
Cllr T Bond
Cllr R Blackwell

Officers present: John Miles (Administration Officer)

184. APOLOGIES FOR ABSENCE

Cllrs K Lee, S Waite Gleave and M Simpson offered apologies that were accepted.

185. DECLARATIONS OF INTEREST

None Received

186. OPENNESS AND TRANSPARENCY

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

187. A SHORT GUIDE TO PLANNING COMMITTEE RECOMMENDATIONS AND CONDITIONS

Resolved- Noted

188. MINUTES OF THE PREVIOUS MEETING

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

Proposed: Cllr T Bond

Seconded: Cllr R Blackwell

For: 3 Against:0 Abstain: 0

189. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None Received

190. PLANNING DECISIONS

Reference	Site	DDC	WTC	Description
26/00501	1 Alderden Cottage Hawksdown Road Walmer CT14 7PW	Grant Consent	Walmer Town Council does not object to this planning application however it suggests the inclusion of a planning conditions as laid out below. i. That work does not begin on the extension until the local nesting birds have migrated as laid down in the Wildlife and Countryside Act 1981. ii. That work begins in Mid-to-late summer, after the new foliage and spring growth have fully matured.	To crown reduce 1 x Horse Chestnut by approximately 4 metres in overall height and reduce the lateral branch spread by approximately 3 metres. Tree Preservation Order 6 of 2008
26/00500	7 Trafalgar Drive Walmer CT14 7FL	Grant Planning Permission	No Objection	Erection of a single storey rear extension and outbuilding for storage (existing conservatory to be demolished)
26/00459	Osborne House Hawksdown Walmer CT14 7PH	Grant Consent	Walmer Town Council does not object to this planning application however it suggests the inclusion of a planning condition as laid out below. i. That work does not begin on the extension until the local nesting birds have migrated as laid down in the Wildlife and Countryside Act 1981	Cut back canopy to boundary by up to 2 metres of two Beech the subject of Tree Preservation Order No 4 of 1976
26/00532	Downs Sailing Club The Strand Walmer CT14 7DY	Grant Planning Permission	Walmer Town Council supports this application	Replacement windows/doors and new cladding to the "Lookout" at Downs Sailing Club
26/00418	27 Dover Road Walmer Deal CT14 7HR	Grant Planning Permission	No Objection	Erection of single storey rear extensions with first floor rear balcony, ancillary outbuilding and replacement open porch with acoustic fencing to front and alterations to site entrance
26/00422	18 Salisbury Road Walmer CT14 7QQ	Grant Planning Permission	No Objection	Erection of a single storey rear extension, raised decking, steps with glass balustrade and insertion of window to side elevation (partial demolition of garage/storeroom)

191. PLANNING APPLICATIONS – NEW

- i. **DOV/26/00462- 49 The Strand, Walmer, CT14 7DX,**
Variation of condition 3 (details of balustrade) of planning permission 25/00858 to allow changes to the balustrade
Resolved – Walmer Town Council supports this application.

Proposed: Cllr T Bond
Seconded: Cllr R Blackwell
For:3 Against:0 Abstain: 0

192. TPO APPLICATIONS

Resolved – To edit letter as requested and to forward it to Dover District Council.

Proposed: Cllr J Murray

Seconded: Cllr T Bond

For:3 Against:0 Abstain: 0

193. DATE OF NEXT MEETING

8th September 2026 at 7pm.

The meeting closed at 19:11

Signed Dated



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 the Climate Emergency Working Group held on Thursday 2nd July 2026 at 62 The Strand, Walmer, at 7.00 pm

Present: Cllr R Blackwell (Chairing)
Cllr S Waite-Gleave
Cllr P Findley

Officers present: John Miles (Administration Officer)

1. CO-OPTION OF MEMBER OF WORKING GROUP.

- **Resolved:** Mrs S Fisher is co-opted into the Climate Emergency Working Group.
 - Proposed by: Cllr P Findley
 - Seconded by: Cllr S Waite Gleave
- For 3 Against 0 Abstain 0

2. APOLOGIES FOR ABSENCE

- Cllr Eddy and Mrs Fisher offered apologies that were accepted.

3. DECLARATIONS OF INTEREST

- None Received.

4. MINUTES OF THE PREVIOUS MEETING

- **Resolved:** That the minutes of 28th May 2026 be taken as an accurate record.
 - Proposed by: Cllr S Waite Gleave
 - Seconded by: Cllr P Findley
- For 3 Against 0 Abstain 0

5. MATTERS ARISING FROM PREVIOUS CEWG AND A&E MEETINGS

Noted: Members received a written report from admin.

- The new allotment leaflet is complete, but it will also need to be put out to non-allotment holders including using social media and notice boards.
- Admin to source signs for water filling station, 'Refill Your Water Bottle Here', the sign will also require the council badge.

- The Ocean and Coastal Recovery meeting being held by Walmer Town Council will take place on Thursday 16th July at 1:30pm at the Balfour Road Scout hut. Invitations have been sent out including to Southern Water.
- The DDC Climate Change meeting will be held on 17th July between 3pm and 5pm, Cllr P Findley will be attending on behalf of Walmer Town Council.

6. COMMENTS FROM THE PUBLIC

- None Received

7. ONGOING PROJECTS

Transport and Active Travel

- **EV Points**
 - **Noted:** Working Group received up to date costs for 2026.
 - **Noted:** Working Group received response from KCC representative regarding the current and future locations of EV points.
 - A new location to the rear of the green garage on Station Road has been identified.

Thermal Camera Scheme

- The draft for the thermal camera scheme's first press release was received by the working group.
- **Resolved:** That minor changes and additions are to be made to the release before being distributed.
 - Proposed by: Cllr S Waite Gleave
 - Seconded by: Cllr P Findley

For 3	Against 0	Abstain 0
-------	-----------	-----------

Water Filler Installation

- **Noted:** Working group were informed about a possible requirement for paving slabs at the water filler station. A representative of DDC has agreed that it can be installed.
- **Resolved:** Admin to contact the company installing the filler station to see if they can install the paving. If not then get quotes from other companies.
 - Proposed by: Cllr P Findley
 - Seconded by: Cllr S Waite Gleave

For 3	Against 0	Abstain 0
-------	-----------	-----------
- A draft of the press release for the WalAPP campaign was handed out to the working group.
- **Resolved:** Admin to edit the press release as requested by the working group before being forwarded.
 - Proposed by: Cllr P Findley
 - Seconded by: Cllr R Blackwell

For 3	Against 0	Abstain 0
-------	-----------	-----------

Walmer Against Plastics Pollution

- **Noted:** The working group were informed that the last of the certificates had been printed and would be distributed soon.
- Sticker design for the reusable bottles for the Downs Sailing Club is to be forwarded

Resolved: Admin to check with Downs if they need the stickers to be sourced, if so, Admin is to find a supplier and have the stickers made by the 19th July.

- Proposed by: Cllr P Findley
- Seconded by: Cllr S Waite Gleave

For 3

Against 0

Abstain 0

8. POSSIBLE NEW/FUTURE AIMS AND INITIATIVES.

Fruit Tree Campaign.

How to reduce the use of paper by the council.

CEWG Website Update.

9. DATE OF NEXT MEETING

Thursday 17th September 2026

Meeting ended at 20:15

Financial information

Bank Balances as at 01/10/26

Charity Bank	£104,485.29
Redwood bank	£104,000.41
Unity Trust current	£33,123.75
Unity Trust Deposit	£261,471.11
Total	£503,080.56

Committee budget vs spend 2026/27 as at 31/08/26

Committee	Budget	Spend	notes
Amenities and Environment	£ 28,000.00	£ 4,403.00	includes CEWG
Events	£ 16,500.00	£ 5,698.70	
Finance and General purposes	£ -		
Human Resources	£ -		
Planning	£ -		
Walmer in Bloom	£ 26,800.00	£ 9,483.52	includes Hawkshill and Peace Garden

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Walmer
Deal
Kent
CT14 7DP

Direct line: +44 (0)191 383 6348

Email: local.councils@mazars.co.uk

Date: 7 September 2026

Dear Mr Aldred

Completion of the limited assurance review for the year ended 31 March 2026

We have completed our review for the year ended 31 March 2026 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council should consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, such as the Smaller Authorities Proper Practices Panel Practitioners' Guide (England) 2026/27. This can be obtained via your NALC or SLCC branch, or downloaded free of charge at the following website: <https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>.

Please also note that a copy of the 2026/27 Practitioner's Guide has now been released and is available, alongside a summary of the changes from the 2025 version, at the following website: <https://www.nalc.gov.uk/resource/practitioners-guide-2026-27.html>. We would encourage all authorities to become familiar with this document ahead of preparing their 2026/27 Annual Governance and Accountability Returns.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:

- that the review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2026/27

In the Annual Governance and Accountability Return (AGAR), the Council have crossed out the tick to 'Yes' for assertion 9 of the Annual Governance Statement (Section 1) and have corrected this to 'N/A', which is consistent with the remainder of the AGAR. In future, the Council should ensure any corrections are initialled by the clerk or Responsible Financial Officer before submission to the external auditor.

Amendment to the Practitioners' Guide 2026/27 in respect of Section 2 Box 11 Trust Fund Transactions

As part of the Accounting Statements (Section 2), the authority is asked to confirm whether there are any trust fund transactions included in the figures. Box 11 has been amended to state the authority should answer based on whether trust fund transactions have been excluded from the AGAR.

We wish to draw attention to a change within the 2026/27 Practitioner's Guide (point 2.32) which confirms the authority will need to respond 'Yes' where the figures include trust fund transactions. We would encourage all authorities to familiarise themselves with the 2026/27 Practitioner's Guide (available on the NALC website) ahead of completing their 2026/27 AGAR.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations 2015 requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk) will follow.

If your invoice is not as expected, please check the audit fee scales via the link above as your fee band may have changed.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Commitment to achieving net zero

We've made an important change to how we handle post - and sustainability is driving it.

In line with our net zero targets, we encourage digital communication wherever possible. However, should it be necessary for you to communicate with us by post, our correspondence address is 30 Old Bailey, London, EC4M 7AU.

Yours sincerely

Nicola Hallas

Nicola Hallas
Director
For and on behalf of Forvis Mazars LLP

Annual Governance and Accountability Return 2025/26 Form 3

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

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

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

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

Publication Requirements

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

Before 1 July 2026 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities must publish:

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialised.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2025/26

Walmer Town Council

www.walmercouncil.co.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	☒	☐	☐
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	☒	☐	☐
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	☒	☐	☐
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	☒	☐	☐
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	☒	☐	☐
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	☐	☐	☒
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	☒	☐	☐
H. Asset and investments registers were complete and accurate and properly maintained.	☒	☐	☐
I. Periodic bank account reconciliations were properly carried out during the year.	☒	☐	☐
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	☒	☐	☐
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	☐	☐	☒
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	☒	☐	☐
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	☒	☐	☐
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	☒	☐	☐
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	☒	☐	☐
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	☐	☐	☒

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

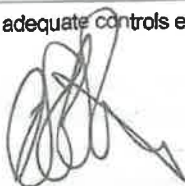
Date(s) internal audit undertaken

26/05/2026

Name of person who carried out the internal audit

Lionel Robbins

Signature of person who carried out the internal audit



Date

26/05/2026

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

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

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Walmer Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

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

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

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

3/6/2026

and recorded as minute reference:

77 ii

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

Chair

Clerk

www.walmercouncil.co.uk

Section 2 – Accounting Statements 2025/26 for

Walmer Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	246,597	284,520	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	249,190	261,312	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	19,651	41,412	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	102,492	125,101	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	15,127	15,127	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	113,300	108,930	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	284,519	338,086	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	279,313	331,717	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	487,727	487,727	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	212,883	201,812	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

27/5/26

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

03/06/2026

as recorded in minute reference:

77 iii

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



Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Walmer Town Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

Not applicable

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

3 September 2026



Item: Recruitment of a New Town Clerk

Date: 1/10/26

Meeting: October 2026 Full Council

From: Human Resources Committee

- i. The current Town Clerk has handed in his resignation; it is a duty of a Town Council to have a proper officer under section 112(1) of the local government act 1972.

Therefore, an extraordinary meeting of the Human Resources Committee was called and held on the 30th September 2026.

At this meeting members of the HR Committee discussed the process for recruiting a new Town Clerk.

The recommendations of the HR Committee are:

- a. To delegate the process of recruiting a new Clerk to the HR committee to oversee. Full Council will have the final decision, but all aspect of the process and interviewing will be conducted as agreed by the HR Committee.
- b. To begin the recruitment process as soon as possible.
- c. To request a budget of £600 from Full Council for advertising the position.
- d. To request the completion of the Equality and Diversity monitoring form by the successful candidate only.
- e. To delegate to the Chairman of the Council, the Vice Chairman of the Council and the Vice Chairman of HR - Cllrs Bond, Simpson and Richardson - the authorisation to shortlist candidates from the applications received, carry out interviews of the candidates and report back to the Human Resources Committee with recommendations.

The Human Resources committee will then make recommendations to Full Council on an appointment for a final decision.

Members to decide

- ii. Over leaf is the advert agreed by the HR committee that will be placed on Indeed, Kent Jobs, KALC, the Councils online channels and in the window of the office.

For noting

Town Clerk and Responsible Financial Officer

Walmer Town Council is seeking an experienced, forward-looking Clerk to join our enthusiastic local government team. This is a rare opportunity to join a successful, pro-active council in a beautiful seaside location.

The Role

The Town Clerk serves as the Proper Officer and Responsible Financial Officer of the Town Council, ensuring it fulfils statutory obligations, operates within the law and complies with financial and governance regulations. This is a key leadership role and applicants will ideally have local government experience, or similar, in order to provide guidance to elected councillors. The Clerk will also manage a small team, enabling the efficient delivery of a range of services to the local community.

Candidate Profile

- Excellent communicator
- Approachable and trustworthy
- Organised, methodical, adaptable
- Motivated to help others

Walmer Town Council is committed to equality of opportunity and welcomes applications from all, including and especially those from protected groups. Candidates will be assessed on skills and potential, as well as experience.

Qualifications

A Certificate in Local Council Administration (CiLCA) is desirable, but training will be provided to obtain the Level 3 qualification, if required.

Flexibility

This is a full-time position requiring regular evening working and occasional weekends.

Salary will be negotiable depending on experience.

How to apply

Applicants should refer to the full job description and complete the Walmer Town Council Application Form, sending it to the Chairman, % clerk@walmercouncil.co.uk, or delivering it to the office at 62 The Strand, Walmer CT14 7DP. The closing date is 31st October 2026 and interviews will take place in the first two weeks of November.