


**Deal Town Council**  
 Town Hall, High Street, Deal, Kent. CT14 6TR. Telephone: 01304 361999  
 E-mail: [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk)

You are summoned to attend the next meeting of the Finance & General  
 Purposes Committee to be held on Tuesday 19<sup>th</sup> February 2019  
 at 7.15pm in the Town Hall Chamber.

**AGENDA.**

1.	<b>Chairman's opening remarks:</b>	
2.	<b>Apologies for absence:</b>	
3.	<b>Declarations of interest:</b> – To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	<b>Attach. 1</b>
4.	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 22<sup>nd</sup> January 2019:</b> - For approval and signing.	<b>Attach. 2</b>
5.	<b>Public Participation</b> – Members of the public to speak with Councillors on matters relating to the agenda. (15 minutes).	
6.	<b>Finance –</b> (i) Income & Expenditure figures to 31 <sup>st</sup> January 2019 – Information to note (ii) Full Bank reconciliation to 31 <sup>st</sup> January 2019 – Information to note	<b>Attach. 3(a)</b> <b>Attach. 3(b)</b>
7.	<b>Friday Market</b> – Decisions required	<b>Attach. 4</b>
8.	<b>Allotments</b> - Decisions required	<b>Attach. 5</b>
9.	<b>VIC update</b> – Information to note	<b>Attach. 6</b>
10.	<b>Annual Planting</b> - Decision required	<b>Attach. 7</b>
11.	<b>Treasury Reserve Deposit</b> - Decision required	<b>Attach. 8</b>
12.	<b>Request for use of the Town Hall</b> - Decision required	<b>Attach. 9</b>
13.	<b>Correspondence received –</b> (i) Deal-St Omer twinning Society – Information to note (ii) Deal With It – Information to note	<b>Attach.10(a)</b> <b>Attach.10(b)</b>
	<b>Date of next meeting – 19<sup>th</sup> March 2019</b>	
	 <b>Paul Bone</b> <b>Responsible Finance Officer</b> <b>13<sup>th</sup> February 2019</b>	
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**CC Cllrs BB, TB, MB, DC, ME, BF, CH, DH, KL, SP & NT**



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 at 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 taken 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 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 a 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 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 Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he 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 the 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 well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.



ATTACH ②

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**The minutes of the Finance and General Purposes Committee meeting  
 held on Tuesday 22<sup>nd</sup> January 2019 in Deal Town Hall chamber starting at 7.15pm**

**Present:**

- |                         |                |
|-------------------------|----------------|
| Cllr D Cronk – Chairman | Cllr K Lee     |
| Cllr M Eddy– Vice Chair | Cllr T Bond    |
| Cllr D Harper           | Cllr M Burnham |
| Cllr B Bano             | Cllr S Parker  |
| Cllr N Tomaszewski      |                |

**Officers:**

- Lorna Crow – Town Clerk  
 Paul Bone - Responsible Finance Officer  
 Anna Finch - Mayor's Secretary

**Others:** 0 member of the public

		Actions
1.	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions and requested they turned off their mobiles and tablets.	
2.	<b>Apologies for absence:</b> Cllr C Hartley and Cllr B Frost	
3.	<b>Declarations of interest:</b> None received.	
4.	<b>Minutes of the previous Finance and General Purposes meeting held on 20<sup>th</sup> November 2018:</b> Members RESOLVED: To confirm the minutes of the previous meeting held on the 20 <sup>th</sup> November 2018 subject to the amendment at agenda item 3 to read Cllr D Harper declared a VAOI for item 7 as he was going to exhibit with DWCA in May. (P) ME (S) DH All agreed. The Chairman then duly signed the minutes.	The Chairman
5.	<b>Public Participation:</b> No members of the public were present.	
6.	<b>Finance:</b> (i) Members RESOLVED: to note the Income & Expenditure figures to 30 <sup>th</sup> November 2018 (P) ME (S) NT All agreed. (ii) Members RESOLVED: to note the Full Bank reconciliation to 30 <sup>th</sup> November 2018 (P) ME (S) NT All agreed. (iii) Members RESOLVED: to note the Income & Expenditure figures to 31 <sup>st</sup> December 2018 (P) ME (S) NT All agreed. (iv) Members RESOLVED: to note the Full Bank reconciliation to 31 <sup>st</sup> December 2018 (P) ME (S) NT All agreed.	
7.	<b>Request for free use of the Town Hall:</b> Members RESOLVED: to grant free use of the Town Hall Chamber and kitchen to 'Deal with It' on Saturday 2 <sup>nd</sup> February 2019 for 5 hours, 10am – 5pm. (P) BB (S) NT All agreed.	Events Manager
8.	<b>Draft proposal for Criteria of Free Use of the Town Hall:</b> Following discussion Members RESOLVED: To recommend to Full council to adopt the draft free use policy and free use application form and delegate authority to the Event Manger in liaison with the Town Clerk and R.F.O to make the decisions on applications received.(P) DC (S) ME All agreed.	Town Clerk
9.	<b>Deal Public Conveniences:</b> Members RESOLVED: to offer grant support totalling £36,382.31 towards the running costs of the public conveniences at King Street, South Street and Victoria Park for the year 2019/2020 and to delegate authority to the Town Clerk to sign the Service Level Agreement – Deal Public Conveniences – 1 <sup>st</sup> April 2019 to 31 <sup>st</sup> March 2020 with an amended value of £36,382.31. (P) ME (S) BB All agreed.	Town Clerk

10.	<p><b>Deal Pier – Boxing Day and New Year’s Day Opening:</b> Members RESOLVED: to pay the amount of £108.60 to DDC for the opening of Deal Pier on Boxing Day and New Year’s Day (P) MB (S) NT Agreed.</p> <p>Members further RESOLVED: To instruct the Town Clerk to write to DDC requesting that in future the Pier is open for all bank holidays at the expense of DDC.</p> <p>(P) KL (S) SP) 5 for 2 against 2 abstentions motion carried.</p>	R.F.O.  Town Clerk
11.	<p><b>Correspondence received:</b> Members RESOLVED: to note the information of grant acknowledgement from Hi Kent and Deal &amp; Walmer Community Association</p> <p>(P) DH (S) ME All agreed.</p> <p>The Chairman closed the meeting at 7.38pm</p>	
<b>Date of next meeting – 19<sup>th</sup> February 2019</b>		

Full Council  
28/11/17

Budget  
2018/19

Position  
31/01/19

Budget  
2018/19

Position  
31/01/19

Budgeted Income				Budgeted Expenditure			
	£	£		£	£		
Precept * see note 4	383,000	385,866	101%	<u>Salaries/Pensions - See Page 2</u>	227,103	174,850	77%
Bank Interest	100	396	396%	Grants & Donations	15,000	12,810	85%
Allotment Income	4,000	4,674	117%	Premises (running costs)	20,000	16,179	81%
Town Hall Hire	10,000	10,550	105%	Insurance	6,000	5,776	96%
Wed/Fri Market	6,000	4,019	67%	Mayoral Travel & subsistence	<b>1,000</b>	<b>1,313</b>	<b>131%</b>
Saturday Market	22,000	19,584	89%	<b>* see note 5 - This budget is overspent - see over for more detail</b>			
Braderie Income	3,700	4,440	120%	Staff Travel & subsistence	1,000	417	42%
VIC Income	3,000	719	24%	Cllr Travel & subsistence	500	-	0%
	<u>431,800</u>	<u>430,247</u>	100%	<u>General Admin- See Page 2</u>	12,813	9,751	76%
				Cllr Training	1,000	450	45%
				Staff Training	2,000	-	0%
				<u>Mayor/Deputy/TS Expenses-See P2</u>	3,000	129	4%
				Hospitality	2,750	1,366	50%
				Cllr. Allowances	4,800	2,600	54%
				Legal Advice	1,000	-	0%
				Election Costs	7,000	-	0%
				Publicity	2,000	150	8%
				<u>IT &amp; Office Equip't-See Page 2</u>	6,960	4,759	68%
				Contingency	10,000	5,122	51%
				Ellis Whittam Services	3,060	2,518	82%
				Sat Market Profit Share (18/19)	2,500	-	0%
				Staff Uniform	400	249	62%
				Allotments	4,500	4,395	98%
				Braderie	2,300	2,282	99%
				SITA waste	5,000	4,505	90%
				Public Conveniences	37,000	27,750	75%
				Town Signage	500	-	0%
				Waste & Recycling	250	45	18%
				Deal in Bloom	10,000	8,009	80%
				<u>Town Council Events-See Page 2</u>	4,250	740	17%
				General Advertising	750	-	0%
				Markets	2,500	20	1%
				Youth Budget	1,000	-	0%
				Flags	500	-	0%
				Audit costs 2018/19	2,500	-	0%
				General Maintenance	4,000	3,012	75%
				Pat Testing	1,000	-	0%
				Boiler service & maintenance	1,000	54	5%
				Artefacts	2,000	-	0%
				Town Hall furniture/equipment	1,000	-	0%
				Window Cleaning	1,530	1,370	90%
				Deal Town Guide - reprint	1,000	-	0%
				Mayors Parlour refurb	5,000	-	0%
				On-going Town Hall Repairs	10,000	180	2%
				T/H Undercroft Cleaning	7,000	1,140	16%
				Community Contributions	10,000	6,873	69%
				Special Project Fund	10,000	2,300	23%
				Web site design	5,000	976	20%
					<u>459,466</u>	<u>302,090</u>	66%
				<u>Earmarked Reserves - Page 2</u>	76,037	24,453	32%
				<u>Provisions - Page 2</u>	16,052	12,782	80%
					<u>551,555</u>	<u>339,326</u>	62%

Supporting Income			
	£	£	
Earmarked reserves	76,037	24,453	
2017/19 Provisions	16,052	12,782	
From/(to) reserves	27,666	-	
	<u>119,755</u>	<u>37,235</u>	
<b>Total Budgeted Income</b>	<b>551,555</b>	<b>467,482</b>	

INCOME (Other)			
	£	£	
VAT Refund		5,528	
Misc Income		85	
		<u>5,614</u>	

Note 1: Capital Fund			
	£	£	
B/F 2017/18		26,189	
Added 2018/19		-	
Total		<u>26,189</u>	
Less expenditure 2018/19		-	
Balance		<u>26,189</u>	

Note 2: VIC - Excluding staff costs			
	£	£	
<b>Income</b>			
VIC Sales		7365.32	
ticket sales commission		441.01	
		<u>7806.33</u>	
<b>Expenditure</b>			
Ticket purchases		6405.75	
Goods for re-sale		90.15	
Running costs		591.80	
		<u>7087.70</u>	
VIC Income		<u>718.63</u>	

Note 3: Astor Theatre			
	£	£	
Grant from DDC		5000.00	
Paid to Astor		5000.00	
		<u>0.00</u>	

Note 4: Precept			
	£	£	
DDC paid 50% of precept early at end of last financial year			
Amount received 30/3/18		192,933	
Amount received this year		192,933	
Total received 2018/19		<u>385,866</u>	

Detailed Expenditure	Budget 2018/19	Position 31/01/19	Position 31/01/19
	£	£	£
<b><u>Salaries/Pensions</u></b>			
Salaries		154,604	
Pension Costs		20,246	
	227,103	174,850	77%
<b><u>General Administration</u></b>			
General Administration		7,908	
Subscriptions		1,740	
Petty Cash		83	
Robes & Regalia		20	
	12,813	9,751	76%
<b><u>Mayor/Deputy/T-S Expenses</u></b>			
Mayor Agreed Expenses		60	
Deputy Mayor Agreed Expenses		69	
Mayoress Agreed Expenses		-	
Town Sergeant Agreed Expenses		-	
	3,000	129	4%
<b><u>IT &amp; Office Equip't (inc. £3960 from General Reserve F&amp;GP 17/7/18)</u></b>			
Office Equipment		653	
IT Equipment/Support		3,776	
Internet Expenses		330	
	6,960	4,759	68%
<b><u>Town Council Events</u></b>			
Town Hall Promotions		56	
Heritage Day		30	
Xmas events		-	
End of term Mayoral event	150	-	
International Women's Day	250	-	
Charter Day		559	
Holocaust Memorial Day	250	47	
Royal Marines Heritage Trail	1,000	48	
	4,250	740	17%
<b><u>Earmarked Reserves</u></b>			
Capital Fund	26,189	-	
Coastal Communities	500	-	
Mayor's Parlour Refurbishment	12,250	-	
Artefacts	3,000	-	
Town Hall Repairs/Refurbishment	23,618	16,873	
Town Signage	750	-	
Town Hall Chimney stack repair	3,630	3,510	
Town Hall Events	1,500	83	
Market signage	500	-	
Table cloths	200	90	
Hospitality 17/18 b/f	578	575	
Mayor's Allowance 17/18 b/f	832	832	
CLr Email accounts	1,000	1,000	
Allotments	1,490	1,490	
<b>Total Earmarked Reserves</b>	<b>76,037</b>	<b>24,453</b>	<b>32%</b>
<b><u>2018/19 Provisions</u></b>			
Audit Provision 18/19	2,500	1,730	
Sat Market profit share 18/19	2,500	-	
Grants not yet claimed 17/18	2,000	2,000	
Public Conveniences 18/19	9,052	9,052	
<b>Total Provisions</b>	<b>16,052</b>	<b>12,782</b>	<b>80%</b>
<b><u>Cycle Friendly Deal Project</u></b>			
Payments made		6,181.53	
Grant Claimed from CCF		0.00	
Balance		6,181.53	
Amounts to be claimed		5,504.53	
Amounts to be funded by DTC		677.00	
<b>Note 5: Mayoral Travel &amp; subsistence</b>			
This budget overspend was discussed at the November F&GP meeting when the proposed budget for 2019-20 was agreed to increase by £500 to £1,500 However the current overspend was not addressed.			



DEAL TOWN COUNCIL

ATTACH (36)

BANK RECONCILIATION as at 31st January 2019		
Balance b/fwd	1.4.18	1,775.79
Receipts reconciled		599,675.83
Payments reconciled	-	600,693.62
Statement Balance c/fwd		758.00
Per Bank Statement No	B/L	758.00
Difference		0.00

CASHBOOK - as at 31st January 2019	
Balance b/fwd	1,775.79
CashBook receipts	599,675.83
CashBook payments	- 600,693.62
Cashbook Balance	758.00
Per Bank Statement	758.00

Audited Reconciliation at 31.3.18	
Balance 1.4.18	1,623.00
Unpresented cqs	
Bank transfer 3/4/18	457.00
As at 31st March 2018	
Cancelled Cq 8757	- 40.00
Unbanked Cash	
101242 -	609.79
	192.79
	1,815.79

Less Cheques unpresented	
	758.00
Plus Cash/Cqs not banked	
	£ -
Cash Book Balance	758.00
Difference	- 0.00

PETTY CASH RECONCILIATION		
Balance b/fwd	1.4.18	11.64
Expenses per schedule		-
Cheques Cashed		82.86
Balance c/fwd		94.50
Cash in Tin		94.50
		OVER
Claim form total	£	1.90
£	20.00	
£	10.00	£70.00
£	5.00	£5.00
£	2.00	
£	1.00	£5.00
£	0.50	£6.50
£	0.20	£4.80
£	0.10	£0.70
£	0.05	£0.20
£	0.02	£0.24
£	0.01	£0.16
31-Jan-19		£94.50

**DEAL TOWN COUNCIL**

Balances as at 31/01/19

<b>RESERVE ACCOUNT</b>		<b>£</b>
Opening Balance	£	576,534.29
Transfers from Current Account	£	230,184.37
Transfers from Treasury Account	£	-
Interest received	£	476.89
Transfers to Current Account	-£	350,664.92
Transfers to Treasury Account		
Closing Balance	£	<u>456,530.63</u>
Balance per statement	BL	<u>£ 456,530.63</u>
Difference	£	<u>0.00</u>
<b>Interest received</b>		
30/04/2018	£	24.85
31/05/2018	£	22.42
30/06/2018	£	20.29
31/07/2018	£	20.93
31/08/2018	£	19.17
30/09/2018	£	16.44
31/10/2018	£	98.08
30/11/2018	£	88.49
31/12/2018	£	85.52
31/01/2019	£	80.70
28/02/2019		
31/03/2019		
	£	<u>476.89</u>

<b>TREASURY RESERVE DEPOSIT ACCOUNT</b>		<b>£</b>
Opening Balance	£	85,000.00
Transfers from Reserve Account	£	-
Deposit Date: 13/02/2018		
Interest received	£	-
Transfers to Reserve Account	£	-
Closing Balance	£	<u>85,000.00</u>
Balance per statement	BL	<u>£ 85,000.00</u>
Difference	£	<u>-</u>
<b>Interest</b>		
Interest is applied at end of term		
Interest due = £527.00		
<b>Interest received</b>		
	£	<u>-</u>

DEAL TOWN COUNCIL		MAYOR OF DEAL CIVIC CHARITY										
As at 31/01/19		Pay In No:	Chq No	Ess Rec	Charity Balance	2017-18 Grants	Winter warmer	Pie & Cocktail	Race Night	Charter Day	St Andrew Dinner	Knowledge & Noodles
Date	Narrative											
<b>B/F from 2017/18</b>												
03/04/2018	Charity Winter Warmer	Transfer		Y	£ 2,070.99		£ 500.00					
03/04/2018	Pie & Cocktail event	Card		Y	£ 2,570.99			£ 30.00				
03/04/2018	Pie & Cocktail event Prizes			Y	£ 2,600.99			-£ 23.50				
03/04/2018	Pie & Cocktail event Meals			Y	£ 2,577.49			-£ 49.50				
16/04/2018	Pie & Cocktail event tickets DC			Y	£ 2,527.99			£ 30.00				
16/04/2018	Charity Winter Warmer - Auction			Y	£ 2,557.99		£ 50.00					
14/05/2018	Grant - Deal Visually Impaired Frient Club		161	Y	£ 1,907.99	-£ 700.00						
14/05/2018	Grant - RAF 2335 Cadets		162	Y	£ 1,207.99	-£ 700.00						
14/05/2018	Grant - Dementia UK		160	Y	£ 707.99	-£ 500.00						
24/07/2018	Race Night	Transfer		Y	£ 717.99				£ 10.00			
13/08/2018	Race Night	Transfer		Y	£ 727.99				£ 10.00			
16/08/2018	Race Night	Transfer		Y	£ 732.99				£ 5.00			
20/09/2018	Race Night	222		Y	£ 970.19				£ 237.20			
31/10/2018	Charter Day	223		Y	£ 1,071.31				£ 101.12			
01/11/2018	St Andrew Dinner	Bacs		Y	£ 1,121.31					£ 50.00		
23/11/2018	St Andrew Dinner	Bacs		Y	£ 1,180.81					£ 59.50		
04/12/2018	St Andrew Dinner	224		Y	£ 1,706.26					£ 525.45		
04/12/2018	St Andrew Dinner	Transfer		Y	£ 1,831.26					£ 125.00		
05/12/2018	St Andrew Dinner	Bacs		Y	£ 1,221.86					-£ 609.40		
07/12/2018	St Andrew Dinner	Bacs		Y	£ 1,271.86					£ 50.00		
14/05/2018	Grant - Deal-Dover National autistic society	BACS		Y	£ 571.86	-£ 700.00						
31/01/2019	Knowledge & Noodles	226		Y	£ 721.86						£ 150.00	
03/01/2019	St Andrew Dinner	225		Y	£ 804.81					£ 82.95		
<b>TOTALS</b>					<b>£ 804.81</b>	<b>-£ 2,600.00</b>	<b>£ 550.00</b>	<b>-£ 13.00</b>	<b>£ 262.20</b>	<b>£ 101.12</b>	<b>£ 283.50</b>	<b>£ 150.00</b>
										<b>£ 1,183.82</b>	<b>-£ 2,600.00</b>	
										in	out	

Customer name  
Deal Town Council

Display currency  
Account currency

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**Account details****Last night's uncleared**

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<b>Total of 3 accounts</b>	<b>458,093.44 GBP</b>
DEAL TOWN COUNCIL ██████████   523023	758.00 GBP
MAYOR DEAL CIVIC CH. ██████████   523023	804.81 GBP
DEAL TOWN CNCL BRES ██████████   523023	456,530.63 GBP

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr D Cronk, Chairman of Deal Town Council's Finance & General Purposes Committee  
**From:** Paul Bone, Responsible Finance Officer  
**Date:** 13 February 2019  
**Subject:** **Friday Market**

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In 2017 the council agreed to trial for six months not running the Friday market in the Undercroft and instead to allow the traders to book this as a table top sale and run it themselves. This trial proved successful and the council decided to further extend the time period of the trial to give it sufficient time to run before a final decision was made.

It is now time to review this trial and for council to decide if they wish to allow the traders to continue running their market on a Friday, this will mean that the rules of the Undercroft will need amending as currently only charities are permitted to hire this area.

For traders to have a pitch on the Wednesday market the charges are; £6.80 (6ft) or £9.00 (8ft) in the Summer and £3.40 (6ft) or £4.50 (8ft) in the winter. Also there is a market officer on duty for the time of the market and the council advertises and promotes it.

The hire charge for the Undercroft on a Friday is £25. there is no officer on duty however tables are set out ready for the morning.

Options to consider

- 1) That the current traders continue running the Friday market and the Undercroft rules are amended.
- 2) That the council resumes managing the Friday market under the same rules that apply to the Wednesday market
- 3) The Friday market is drawn to a close and local charities are given the opportunity to hire this day

**Decision required:**

Members to consider the above options



**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr D Cronk, Chairman of Deal Town Council's Finance & General Purposes Committee  
**From:** Paul Bone, Responsible Finance Officer  
**Date:** 13 February 2019  
**Subject:** Allotment Update

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The Allotment Officer has provided me with the following update on the 3 Allotment sites:

**Allotment Report;**

*Since we have been able to use Clean Cut Gardening Services the allotments are looking much better, and I have received a lot of positive feedback from the allotment holders and nearby residents on the improvement of the sites.*

*If it were possible to have 3 days a month instead of the 2 that has already been agreed by council it would ensure that all the work was kept on top off.*

*There is also now a need for the compost heap in Park Avenue to be sorted out and the council's contractor has supplied a quote for this work which requires the hire of a mini digger.*

*At the moment we have 3 vacant allotment plots on Mill Road and 2 on Park Avenue which will be let out in the next month. We have 18 people on the waiting list which is the lowest it has been for some time. The bees are in situ on Mill Road and I am still looking at getting some on the other 2 sites as well this year.*

**Recommendations.**

- 1) The existing allotment contractor has provided a quotation of £750 to deal with the Park Avenue compost heap. The current Allotment budget cannot support this expenditure. Members are asked to consider accepting this quotation and charging the expenditure to the contingency budget.
- 2) That the request for additional contractor visits is deferred to a future meeting when the choice of contractor for 2019/2020 is considered.

**Decisions required.**

Members to consider the above recommendations





**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr D Cronk, Chairman of Deal Town Council's Finance & General Purposes Committee  
**From:** Paul Bone, Responsible Finance Officer  
**Date:** 13 February 2019  
**Subject:** **Visitor Information Centre Update**

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**Information to note**

Please find overleaf a year-to-date update and year-on-year comparison for the VIC.

As previously agreed, no new items for re-sale are being purchased and the existing stock is being sold off.

The effect of selling off this stock without replenishment has increased the 'income less expenditure' figure for this year as expected.

The remaining stock value is now less than £300 and is expected to be eliminated by the financial year end.

The actions taken in the past two years has successfully reduced the operating loss from just over £5,000 per annum to just over £2,000 per annum.

## Deal Town Council Visitor Information Centre - Running cost over past 3 years

Revised 13th February 2019

	<i>10 Months Year</i>		<i>Projection</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
	<i>to date</i>		<i>2018/19</i>	<i>2017/18</i>	<i>2016/17</i>	<i>2015/16</i>
	<i>2018/19</i>					
<b>Income</b>						
Tickets sales	£ 5,964.74	£ 7,157.69	£ 11,268.68	£ 15,846.43	£ 18,460.19	
Commission earned	£ 441.01	£ 529.21	£ 834.39	£ 1,345.85	£ 2,084.53	
Other sales	£ 1,400.58	£ 1,680.70	£ 3,027.90	£ 3,029.26	£ 4,293.71	
<b>Total</b>	<b>£ 7,365.32</b>	<b>£ 8,838.38</b>	<b>£ 14,296.58</b>	<b>£ 18,875.69</b>	<b>£ 22,753.90</b>	
<b>Expenditure</b>						
Ticket purchases	£ 5,523.73	£ 6,628.48	£ 11,268.68	£ 14,500.58	£ 16,375.60	
Terminal Charges	£ 395.30	£ 474.36	£ 516.10	£ 538.07	£ 1,008.82	
Goods for re-sale	£ 90.15	£ 108.18	£ 1,256.73	£ 1,343.01	£ 1,159.97	
Other purchases		£ -	£ 182.12	£ 105.59	£ 852.10	
IT costs	£ -	£ -	£ -			
Postage	£ 1.50	£ 51.80	£ 56.00	£ 100.00	£ 56.98	
Till Maintenance	£ 195.00	£ 195.00	£ 192.00	£ 180.00	£ 190.00	
<b>Total</b>	<b>£ 6,205.68</b>	<b>£ 7,446.82</b>	<b>£ 13,471.63</b>	<b>£ 16,767.25</b>	<b>£ 19,644.21</b>	
<b>Income less expenditure</b>	<b>£ 1,159.64</b>	<b>£ 1,391.57</b>	<b>£ 824.95</b>	<b>£ 2,108.44</b>	<b>£ 3,109.69</b>	
Apportioned staff costs	£ 3,008.06	£ 3,609.67	£ 4,648.30	£ 7,465.36	£ 8,122.85	
<b>Loss after staff costs</b>	<b>-£ 1,848.42</b>	<b>-£ 2,218.10</b>	<b>-£ 3,823.35</b>	<b>-£ 5,356.92</b>	<b>-£ 5,013.16</b>	
<b>Average sales commission on tickets sold</b>						
	<b>2018/19</b>	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>	
	7.4%	7.4%	7.4%	8.5%	11.3%	

ATTACH ⑦

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr D Cronk, Chairman of Deal Town Council's Finance & General Purposes Committee  
**From:** Paul Bone, Responsible Finance Officer  
**Date:** 13 February 2019  
**Subject:** **Annual Planting.**

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The current planting contractor has been in place for a number of years.

This year I have sought additional quotations from alternative contractors for the committee to consider. Enquiries were sent out to around 20 potential contractors as well as being advertised in the local paper and on the Council's web-site. From this four companies expressed an interest that has ended up with 3 formal quotations.

Copies of the quotations can be found in your pink papers together with a copy of the tender guidelines.

As DTC is not entering the Deal in Bloom Competition this year, a reduced budget of £7,000 has been agreed. From the quotations received, this budget will cover the summer planting at the same level as last year but would be around £1,000 short if the committee do decide on winter planting as well. If the Committee do decide on both Summer and Winter planting, there is sufficient money left in this year's Deal In Bloom budget to be carried forward as an 'unmarked reserve' to assist with the additional cost of the winter planting.

DDC have confirmed that their planting colours this year are: predominately Red, White & Blue

**Quotations**

See overleaf (full copy quotations in your pink papers)

## Quotations

### **Summer Planting only (including watering and maintenance)**

Supplier A (Deal based)	Supplier B (Deal based)	Supplier C (Ash based)
<b>£5,923.00</b>	<b>£6,419.90</b>	<b>£5,950.00</b>

### **Summer & Winter Planting (including watering and maintenance)**

Supplier A (Deal based)	Supplier B (Deal based)	Supplier C (Ash based)
<b>£7,631.30</b>	<b>£8,722.40</b>	<b>£8,070.00</b>

### **Allotment 7 Other works**

Supplier A (Deal based)	Supplier B (Deal based)	Supplier C (Ash based)
<b>£20.00 per hour</b>	<b>£20.00 per hour</b>	<b>£18.00 per hour</b>

## Decisions required

- 1) Members to decide on colour scheme for Deal Planters & Hanging baskets.
- 2) Members to decide on summer planting only or both summer & winter
- 3) Members to decide on contractor
- 4) Members to decide if any money left in this year's Deal In Bloom budget should be carried forward as an 'earmarked reserve' to assist with the additional cost of the winter planting.

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr D Cronk, Chairman of Deal Town Council's Finance & General Purposes Committee  
**From:** Paul Bone, Responsible Finance Officer  
**Date:** 8 February 2019  
**Subject:** **Nat West Treasury Deposit.**

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Deal Town Council currently has £85,000 on a 12 month Treasury Reserve Deposit.

This deposit will mature on 20<sup>th</sup> February 2019.

The interest rate for this deposit was 0.62% Gross returning an interest amount of £527 on maturity.

This amount can be rolled-over for another 12 months at a rate of 0.92% Gross returning an interest amount of £782 on maturity.

**Recommendation**

That the committee agree to leave the Nat West Treasury Deposit in place for another 12 month period starting 20<sup>th</sup> February 2019 at an interest rate of 0.92% Gross returning an interest amount of £782 on maturity.

**Decision Required**

Members to consider the above recommendations



DEAL TOWN COUNCIL  
MEMORANDUM

ATTACH (9)

To: Chairman of Finance & General Purposes Committee  
Members of the Finance & General Purposes Committee

From: Joanne Harper, Events Manager

Date: 13<sup>th</sup> February 2019

Subject: Request for Use of the Town Hall – Deal Festival AGM

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A request has been received from the Deal Festival to hire the Town Hall for 1 hour (18.30-19.30) on Wednesday 3<sup>rd</sup> of April. The current booking conditions state that the Town Hall can only be hired for a minimum of 3 hours. The hourly rate for a weekday evening is (£21.25)

**Decision required:** Members to consider agreeing to allow Deal Festival to hire the Town Hall for 1 hour on 3<sup>rd</sup> of April.





ATTACH

10a

Mr P Bone

R.F.O

Deal Town Council

Town Hall

High Street

Deal

CT14 6TR

Dear Paul,

On behalf of our Society I wish to thank the Town Council for their grant towards the costs of hosting the Saint Omer twinning Society when they come to visit Deal at the end of June this year

Yours sincerely



Sheila Harris

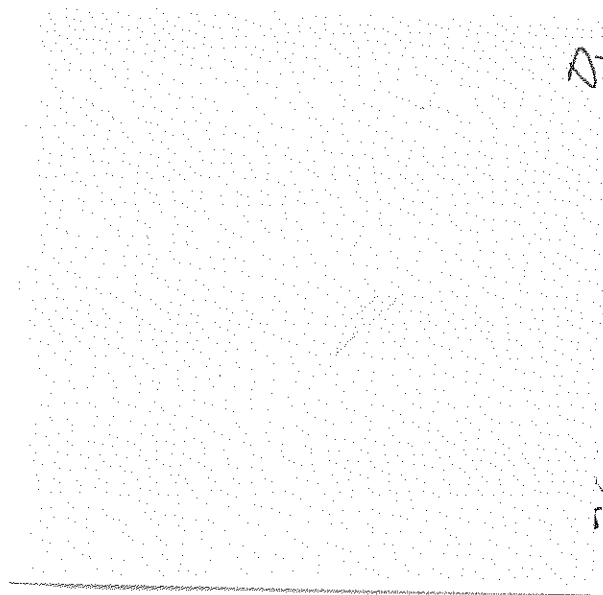
Chairman Deal-St Omer Twinning Society





ATTACH

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RECEIVED  
FEB 2019

Deal Town Council,  
Deal Town Hall,  
High Street,  
Deal.  
CT14 6TR.

5 February 2019.

Dear Deal Town Council,

On behalf of all the supporters of 'Deal With It – Transition Deal' I would like to offer my thanks to the Town Council for allowing us free use of the Chamber for our AGM and 'Market of Green Ideas' that took place on Saturday, 2 February 2019.

This event also celebrated our 12<sup>th</sup> birthday and enabled us to showcase some of the activities that we are engaged in and those of other organisations that we work with.

It was a great event with lots of people coming in to see what was going on and to enjoy a tea or coffee and some nice food. The day finished with a ceremonial cutting of the birthday cake which we all enjoyed.

Many thanks, once again.

Yours sincerely,

Victoria Nicholls.  
Hon Secretary, Deal With IT.



