


Deal Town Council
Town Hall, High Street, Deal, Kent. CT14 6TR. Telephone: 01304 361999
E-mail: 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 20th June 2017
 at 7.15pm in the Town Hall Chamber.

AGENDA.

1.	Chairman's opening remarks.	
2.	Apologies for absence.	
3.	Declarations of interest: – To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
4.	The minutes of the previous Finance & General Purposes Committee meeting held on 8th May 2017 for approval and signing.	Attach. 2
5.	Public Participation – Members of the public to speak with Councillors on matters relating to the agenda. (15 minutes).	
6.	Responsible Finance Officer's Report – Information to note	Attach. 3
7.	Finance – (i) Income & Expenditure figures to 31 st May 2017 – Information to note (ii) Full Bank reconciliation to 31 st May 2017 – Information to note	Attach. 4(a) Attach. 4(b)
8.	Undercroft Gates & Railings - Decision required	Attach. 5
9.	Grants update – Decision required.	Attach. 6
10.	Deal in Bloom – (i) Notes of meeting held 8 th May 2017 – Information to note (ii) Notes of meeting held 6 th June 2017 – Information to note (iii) South & South East in Bloom judging - Decision required.	Attach. 7 Attach. 8 Attach. 9
11.	Elizabeth Carter letter book - Decision required	Attach. 10
12.	Confederation Cinque Ports Umbrellas - Decision required	Attach. 11
	Date of next meeting – 18 th July 2017	
	 Paul Bone, Responsible Finance Officer 13th June 2017	

CC Cllrs BB, DB, TB, MB, DC, ME, WE, BF, DH, CH, KL, NT & SB

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.

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 Tel: 01304 361999 E-mail: deal.town.council@deal.gov.uk

The minutes of the Finance and General Purposes Committee meeting held on Monday 8th May 2017 in Deal Town Hall chamber starting at 7.15pm

Present:

- | | |
|-----------------------------|----------------|
| Cllr B Bano – Chairman | Cllr B Frost |
| Cllr C Hartley – Vice Chair | Cllr T Bond |
| Cllr N Tomaszewski | Cllr M Eddy |
| Cllr D Bond | Cllr M Burnham |
| Cllr W Elliott | Cllr D Harper |
| Cllr S Beer | |

Officers:

- Lorna Crow – Town Clerk
 Paul Bone - Responsible Finance Officer
 Una Finch - Mayor’s Secretary

Others: 2 Members of the public

1.	Chairman’s opening remarks: The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions he then announced that there would be an extra agenda item added to the meeting regarding Allotments due to special circumstances. This item would be discussed in private session at the end of the meeting.	Actions
2.	Apologies for absence: Cllr D Cronk and Cllr K Lee	
3.	Declarations of interest: Cllr M Burnham and Cllr B Bano declared a VAOI on item 8 (i) Deal St Omer Twinning Society request for free use of the Town Hall as they are members of this society	
4.	Minutes of the previous Finance and General Purposes meeting held on 10th April 2017: Members RESOLVED: To confirm the minutes of the previous meeting held on the 10 th April 2017 as a true and accurate record. (P) MB (S) NT All agreed. The Chairman then duly signed the minutes.	
5.	Public Participation: A member of the public spoke on the council’s policy of allowing Poly tunnels on the allotment sites.	
6.	Responsible Finance Officer’s Report: The RFO reported on the purchase and payment of the Arnold Dent Chronometer and the arrival of the Deal in Bloom planters. Members RESOLVED: that Deal Town Council do a press release on the purchase of the Chronometer (P) TB (S) WE 10 for 1 abstention. Members RESOLVED: to note the report (P) WE (S) TB All agreed.	Town Clerk
7.	Finance: (i) Members RESOLVED: to note the Income & Expenditure figures to 28 th April 2017 subject to clarification regarding the VIC income figures to be reported at the next meeting (P) ME (S) MB All agreed. (ii) Members RESOLVED: to note the Full Bank reconciliation to 28 th April 2017 (P) ME (S) NT All agreed.	RFO
8.	Town Hall free use requests: Cllr Burnham left the room (i) Deal/St Omer Twinning Society: Following discussions members RESOLVED: to grant free use to Deal St Omer Twinning Society (P) TB (S) ME 9 for 1 abstention motion carried. Cllr Burnham returned to the meeting	Event Manger

	<p>After further discussion Members RESOLVED: to request the Grants Working Group produce a report on guidelines and a criteria for requests for free use of the Town Hall and report back to the Finance and General Purposes committee for decision. (P) ME (S) SB All agreed.</p> <p>(ii) Cinque Port Hundred Organising Group: Following discussions members RESOLVED: to advise the Cinque Port Hundred Organising Group & Long Distance Walkers Association that any exceptional cleaning required of the Town Hall due to their event would be charged to them. (P) ME (S) SB All agreed.</p>	<p>Grants Working Group</p> <p>Events Manager</p>
9.	Councillor Audit: Members RESOLVED: to note the report subject to typos being corrected in the wording (P) WE (S) ME All agreed	RFO
10.	Annual Return: Members RESOLVED: to authorise the RFO and Chair of the meeting to sign section 2 of the Annual return and to recommend to Full Council that these figures are included within the annual return for the year ending 31 st March 2017 (P)ME (S) MB All agreed The chairman then thanked the staff involved for their hard work.	RFO/Cllr Bano
11.	Deal in Bloom: Members RESOLVED: to note the report (P) MB (S) NT All agreed.	
12.	Resolution to exclude the public: Resolution to exclude the public: Public Bodies (Admission to meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature. RESOLVED: Resolution to exclude the public at 7.47pm (P) ME (S) MB All agreed. Members of the public left the room.	
13.	Members considered information received regarding a large poly tunnel on one of the council's allotment sites and RESOLVED: "Subject to assurances that they are safe and fit for purpose all current structures can remain in place while the working group reviews the policy (tenancy agreement)." (P) SB (S) CH 10 for 1 against	Allotment Working Group
	Date of next meeting: 20 th June 2017	

Responsible Finance Officer's Report

Finance & General Purposes Committee Meeting 20th June 2017.

Update of significant items and activities since the last Report on 8th May 2017 relevant to this Committee:

Deal in Bloom

The 13 new hardwood planter surrounds have been delivered. 10 have been installed along the promenade north of the Royal Hotel. The additional 3 are awaiting approval from KCC before being placed (1 in Alfred Square and 2 in the Mill Hill area)

Business Cards

The order has been placed for the Cllr & Officer business cards as previously agreed.

Annual Return

The annual return has been completed, signed by Town Clerk and Chairman of the Council as agreed at Full Council on 22nd May. The completed return has been sent to the external auditor for final approval. Copies are displayed on the Council's notice boards together with notices detailing the rights of Public to view the accounts of the Council.

Chamber Audio-Visual System

The new audio visual system is scheduled to be installed in the Chamber during the week commencing 12th June 2017.

Paul Bone
Responsible Finance Officer
13th June 2017

Budgets as agreedby Full Council22/11/16

Budget	Position
2017/18	31/05/17

Position as at 31/05/17

Budget	Position
2017/18	31/05/17

<u>Budgeted Income</u>				<u>Budgeted Expenditure</u>		
	£	£		£	£	
Precept	382,568	191,284	50%	<u>Salaries/Pensions - See Page 2</u>	220,488	36,090 16%
Bank Interest	600	10	2%	Grants & Donations	15,000	- 0%
Allotment Income	4,000	15	0%	Premises (running costs)	20,000	2,618 13%
Town Hall Hire	10,000	2,886	29%	Insurance	8,000	- 0%
Wed/Fri Market	7,500	1,039	14%	Travel	2,000	141 7%
Saturday Market	22,000	4,088	19%	<u>General Administration- See Page 2</u>	12,813	3,235 25%
Braderie Income	3,700	3,363	91%	Training	2,000	1,023 51%
VIC Income	3,000	503	17%	<u>Mayor/Deputy/TS Expenses-See P2</u>	3,000	160 5%
	<u>433,368</u>	<u>203,188</u>	47%	Hospitality	2,750	363 13%
				Cllr. Allowances	4,500	1,200 27%
				Legal Advice	1,000	- 0%
				Election Costs	5,000	- 0%
				Publicity	2,000	- 0%
				<u>IT & Office Equip't-See Page 2</u>	3,000	347 12%
				Fair-Trade	750	- 0%
				Contingency	10,000	- 0%
				Ellis Whittam Services	3,060	2,516 82%
				Sat Market Profit Share (17/18)	2,500	- 0%
				Staff Uniform	400	- 0%
				Allotments	4,500	34 1%
				Braderie	2,300	- 0%
				SITA waste	4,500	776 17%
				Public Conveniences	40,000	- 0%
				Town Signage	500	- 0%
				Waste & Recycling	250	- 0%
				Deal in Bloom	10,000	3,588 36%
				<u>Town Hall Promotions-See Page 2</u>	2,000	- 0%
				Charter Day	500	- 0%
				Holocaust Memorial Day	100	- 0%
				General Advertising	750	- 0%
				Markets	2,500	- 0%
				Youth Budget	1,000	- 0%
				Flags	500	195 39%
				Audit costs 2017/18	2,500	- 0%
				General Maintenance	4,000	262 7%
				Pat Testing	1,000	- 0%
				Boiler service & maintenance	2,000	- 0%
				Artefacts	2,000	- 0%
				Office furniture/equipment	1,000	- 0%
				Window Cleaning	1,530	35 2%
				Deal Town Guide - reprint	1,000	- 0%
				MayorsParlour refurb	5,000	- 0%
				On-going Town Hall Repairs	20,000	- 0%
				T/H Undercrft Cleaning	3,000	520.00 17%
				T/H Chimney stack repair	6,100	0.00 0%
				T/H audio Visual System	25,000	14103.62 56%
				Total Budgeted Expenditure	461,791	53,102 11%
				<u>Earmarked Reserves - Page 2</u>	53,226	4,756
				<u>Provisions - Page 2</u>	16,566	10,156 61%
				Total Expenditure	531,583	68,014 13%
Budgeted Income						
Precept	382,568	191,284				
Bank Interest	600	10				
Allotment Income	4,000	15				
Town Hall Hire	10,000	2,886				
Wed/Fri Market	7,500	1,039				
Saturday Market	22,000	4,088				
Braderie Income	3,700	3,363				
VIC Income	3,000	503				
	<u>433,368</u>	<u>203,188</u>				
Supporting Income						
Earmarked reserves	53,226	4,756				
2016/17 Provisions	16,566	10,156				
DDC Grant	7,144	3,572				
From/(to) reserves	-	5,200				
	<u>76,936</u>	<u>8,351</u>				
Total Budgeted Income	510,305	211,539				
INCOME (Other)						
VAT Refund		3,822				
Misc Income		-				
		<u>3,822</u>				
Total Income		207,009				
Note 1: Capital Fund						
B/F 2016/17		26,189				
Added 2017/18		-				
Total		<u>26,189</u>				
Less expenditure 2017/18		-				
Balance		<u>26,189</u>				
Note 2:VIC - Excluding staff costs						
Income						
VIC Sales		2094.83				
ticket sales commission		97.56				
		<u>2192.39</u>				
Expenditure						
Ticket purchases		1395.20				
Goods for re-sale		183.23				
Running costs		110.55				
		<u>1688.98</u>				
		<u>503.41</u>				

DEAL TOWN COUNCIL

Detailed Expenditure	Budget 2017/18	Position 31/05/17	
	£	£	
<u>Salaries/Pensions</u>			
Salaries		31011	
Pension Costs		5079	
	220,488	36090	16%
<u>General Administration</u>			
General Administration		1391	
Subscriptions		1290	
Petty Cash		114	
Robes & Regalia		440	
	12,813	3235	25%
<u>Mayor/Deputy/T-S Expenses</u>			
Mayor Agreed Expenses		147	
Deputy Mayor Agreed Expenses		0	
Mayoress Agreed Expenses		0	
Town Sergeant Agreed Expenses		13	
	3,000	160	5%
<u>IT support / Office Equipment</u>			
Office Equipment		192	
IT Equipment/Support		90	
Internet Expenses		65	
	3,000	347	12%
<u>Town Hall Promotions</u>			
Town Hall Promotions		0	
Heritage Day		0	
Xmas events		0	
Mayor Making		0	
International Womens Day		0	
	2,000	0	0%
<u>Earmarked Reserves</u>			
Sat Market profit share 15/16	2,500	0	
Allotments	2,490	0	
Mayor's Parlour Refurbishment	7,250	0	
Deal in Bloom	4,756	4756	
Town Hall Repairs	6,480	0	
Special projects	10,000	0	
Coastal Communities	500	0	
Town Signage	750	0	
Artefacts	2,000	0	
Market Signs	500	0	
Undercroft security	15,000	0	
DDC visitor survey	1,000	0	
Total Earmarked Reserves	53,226	4756	9%
<u>2016/17 Provisions</u>			
Audit Provision 16/17	2,500	0	
Sat Market profit share 16/17	2,000	0	
Grants not yet claimed	1,994	500	
Business cards	190	0	
Fire training	226	0	
Public Conveniences 16/17	9,656	9656	
Total Provisions	16,566	10156	61%

BANK RECONCILIATION as at 31st May 2017			
Balance b/fwd	1.4.17	-	3,517.04
Receipts reconciled			303,566.10
Payments reconciled		-	299,949.06
Statement Balance c/fwd			100.00
Per Bank Statement No	B/L		100.00
Difference		-	0.00

Audited Reconciliation at 31.3.16			
Balance 1.4.17	-		8,445.52
Unpresented cqs			
As at 31st March 2017	1,097.07		
Unbanked cash			
As at 31st March 2017 -	842.89		
			254.18
		-	8,699.70

PETTY CASH RECONCILIATION			
Balance b/fwd 1.4.17	92.54		
Expenses per schedule	-		
Cheques Cashed	113.68		
Balance c/fwd	206.22		
Cash in Tin	206.22		
			OVER
Claim form total	£0.00		
£	20.00	£160.00	
£	10.00	£20.00	
£	5.00	£10.00	
£	2.00	£4.00	
£	1.00	£3.00	
£	0.50	£1.00	
£	0.20	£2.40	
£	0.10	£2.30	
£	0.05	£2.35	
£	0.02	£0.64	
£	0.01	£0.53	
31-May-17	£206.22		

CASHBOOK - BANK RECONCILIATION as at 31st May 2017			
Balance b/fwd	-		3,517.04
CashBook receipts			303,566.10
CashBook payments	-		299,949.06
Cashbook Balance			100.00
Per Bank Statement			100.00
Less Cheques unpresented			
			100.00
Plus Cash not banked			
			£ -
Cash Book Balance			100.00
Difference			0.00

DEAL TOWN COUNCIL

Balances as at 31/5/17

RESERVE ACCOUNT		£
Opening Balance		£ 442,588.02
Transfers from Current Account		£ 203,545.90
Interest received		£ 9.69
Transfers to Current Account		-£ 89,150.07
Closing Balance		<u>£ 556,993.54</u>
Balance per statement	BL	<u>£ 556,993.54</u>
Difference		<u>-£ 0.00</u>
Interest received		
	30/04/2017	£ 4.39
	31/05/2017	£ 5.30
	30/06/2017	
	31/07/2017	
	31/08/2017	
	30/09/2017	
	31/10/2017	
	30/11/2017	
	30/12/2017	
	31/01/2018	
	28/02/2018	
	31/03/2018	
		<u>£ 9.69</u>

DEAL TOWN COUNCIL		MAYOR OF DEAL CIVIC CHARITY										
As at 31/5/17		Pay In No:	Chq No	Recon	Charity Balance	Mayor's Charity Donations	Race Night (cancelled)	Mayor's end of term event	Mayor's end of term event raffle			
Date	Narrative											
B/F from 2015/16												
11/04/2017	Mayoral Event	BACS		Y	£ 1,534.34							
16/05/2017	End of term Night - Raffle	210		Y	£ 1,544.34		£ 10.00					
17/05/2017	End of term Night - Entertainer	BACS		Y	£ 1,789.34			£ 245.00				
12/05/2017	Dover District Volunteer Centre		153	Y	£ 1,489.34			-£ 300.00				
12/05/2017	Dementia UK		154		£ 289.34	-£ 400.00						
31/05/2017	From DTC as per Standing Orders	Transfer			£ 439.34			£ 150.00				
31/05/2017	From Mayor's allowance	Transfer			£ 589.34			£ 150.00				
12/05/2017	Deal All Stars		155		£ 258.34	-£ 331.00						
08/05/2017	Mayoral Event -refund		152		£ 248.34		-£ 10.00					
TOTALS					£ 248.34		£ -	£ -	£ 245.00	£ -	£ -	
											£ 245.00	£ -
											in	out



Account balances for all accounts as of 01/06/2017 reported in account currency

Where currency conversion was required, converted currencies are approximate and based on foreign exchange mid-rates. Only accounts you have access to have been printed.

es only and do not guarantee finality. Items such as cheques can still be returned unpaid.

Acc Ccy	Date	Last night's ledger	Ledger	Start of day ledger	Last night's cleared	Cleared	Start of day cleared
GBP	01/06/2017	556,993.54Cr	556,993.54Cr	556,993.54Cr	556,993.54Cr	556,993.54Cr	556,993.54Cr
GBP	01/06/2017	689.34Cr	289.34Cr	289.34Cr	689.34Cr	289.34Cr	289.34Cr
GBP	01/06/2017	100.00Cr	124.82Dr	124.82Dr	100.00Cr	124.82Dr	124.82Dr

Subtotals by account currency

Balance subtotals by account currency	Acc Ccy	Date	Last night's ledger	Ledger	Start of day ledger	Last night's cleared	Cleared	Start of day cleared
	GBP	01/06/2017	557,782.88Cr	557,158.06Cr	557,158.06Cr	557,782.88Cr	557,158.06Cr	557,158.06Cr

DEAL TOWN COUNCIL MEMORANDUM

To: Cllr B. Bano Chairman of Finance & General Purposes committee, Committee members
From: Paul Bone, R.F.O
Date: 14th May 2017
Subject: Undercroft Gates & Railings

At the Full Council meeting held on 20th September 2016 the following resolution was passed:-

RESOLVED: To discuss preferred supplier for final design, manufacture and installation of gates and railings (5) in the private section of the meeting and to agree & accept the following;

(1) The design of the Gates & Railings as presented to F & GP on 11th July 2016 with the addition of :-A fixed semi-circular section above the side gate.

The finished height to be sufficient to not allow people to climb over the gates.

Bottom fixings to the front gates to be via a single 'pin' into a sleeved socket drilled into the flagstones whilst the top fixings to be into a steel plate mounted on the 'boxed' section of the Undercroft ceiling.

The side gate to be mounted onto the existing hinge pins from the original gate

Gates & Railings to be galvanized at an additional cost but will extend the life expectancy of Gates & Railings.

(2) Delegate authority to the R.F.O and Town Clerk to negotiate the opening/closing times for the gates with DDC planning department.

(3) Railings to be gloss black with gold detail paint finish.

(4) Instruct the R.F.O to make the appropriate planning and listed building applications to DDC(fee applies)

(6) Delegate authority to the R.F.O to agree the final detail of the Gates & Railings with the chosen supplier whilst the planning and listed building applications are considered by DDC.

In the private section of that meeting a further resolution was passed:-

RESOLVED: To make no decision on the supplier until planning applications to DDC had been accepted with the understanding that there may need to be a special meeting of Full Council called in December to move project forward.

Full Planning permission and Listed Building Consent has now been granted by DDC. Full details can be viewed on the DDC website ref: DOV/16/01254 & DOV/16/01255.

Continued over:-

At the meeting held on 20th September 2016 four companies had provided quotations ranging from £12,000 (hot zinc sprayed not galvanised) up-to £60,000

All these companies have now been supplied with a full set of design drawings (as approved by DDC) and requested to requote based on the final design as approved by Full Council on 20th September 2016 and the manufacturing detail required by DDC.

The revised quotations for the manufacture, supply & installation of fully galvanised gates & railings as described in planning applications DOV/16/01254 & DOV/16/01255 are listed below (full copies of quotations are provided in Cllrs pink papers)

Company A – Deal based

£78,650.00 plus VAT

Company B – Walmer based

Withdrawn as gates are too large for their workshop

Company C – Mongeham based

£17,595 plus VAT

Company D – Minster (Sheppey) based

Company has been sold and new owners have not provided a quotation.

Company E – Maidstone based

£25,000 plus VAT

Decision Required

Member to consider the quotations from the above companies and decide who the contract should be placed with.

DEAL TOWN COUNCIL MEMORANDUM

To: Cllr B. Bano Chairman of Finance & General Purposes committee, Committee members
From: Paul Bone, R.F.O
Date: 12th May 2017
Subject: Grants update

To date 16 grant applications have been received for consideration in the first round of grant applications for 2017/18.

These are split as follows:-

Small grants –7 Grant requests amounting to a total of £2,985.99
Large Grants -10 Grants requests amounting to £9,299.00
Total - £12,284.99

Of these Grant applications 5 have 'event dates' that fall before the date set for the first round of grants to be considered on 18th July 2017.

The date of the first round this year is 2 months later than in previous years due to the review and implementation of policy; this means that although these applications were not retrospective at the time of application, they will become retrospective before 18th July.

Clause 7 of the new guidelines states "Grant applications will not be considered retrospectively, ie. once the project has started"

I have looked at the dates of the various projects and it is not possible to schedule an extra, earlier meeting to consider these grants.

Decision Required

Members to consider if clause 7 can be waived due to special circumstances when considering grant applications on 18th July 2017

OR

Any Grant applications that have 'event dates' that fall before 18th July will be considered INVALID

Deal In Bloom Working Group notes from meeting held on 8th May 2017

Present: Cllr Marlene Burnham – Chairman
Linda Ford, John Ford, Ben Palmer & Martin Cherry

Apologies: Carol Stickler, Darren Solley (DDC), Roger Wragg (DDC) Richard Taylor Jones, Janet Haines & Keith Haines.

The Chairman welcomed those present thanking them for their attendance.

MB:

- All aspects of Bio-Diversity requirement has already been organised with the relevant organisations/local groups.
- All timings are arranged for the judges visits, SSEIB, 29th June confirmed, Landmark Centre Garden 12th July. St. Georges Park & North Deal Park. Begin with press-call at 9.30am, 15 mins coffee, 15 mins presentation by Carol.
Welcome & Greeting to the judges, RTJ DVD viewing. 10am to St. Georges Church, 30 mins.
Tour begins at 10.30am, at the Scented Garden, with walking/car for the rest of the judging. Ending at the Deal Retired Centre.
- A request to be made to ask Trevor Bond, (new KCC Cllr), to ask about 2 new boxes for the Mill Hill area.
- Asking Roger Wragg (DDC), for the interpretation board.
- John Ford to hand over Bird Boxes to RTJ for placement along Sea Front, donated by LF/JF.
- Ben Palmer (EH) to organise disposal of Cow Parsley/Valarian around the Deal Castle area.
- The Roundell to be maintained by EH, to organise Goodwin Academy students to weed/water and planting of colourful plants to enhance the area. Ben explained that EH has a plan to go ahead each year, for continuity of their site
- Ben said he has photos of birds for a display on the day.
- MB to contact EKM re Bio-Diversity which is the theme for 2017.
- Stephen Wakeford (Deal With It) to organise a litter pick 29th May, (Monday), 9.30am Sandown Beach area.
- Linda to email Darran Solley for any spare plants for the Scented Garden.
- Martin Cherry will look into fly posting around the town, with A boards being investigated for removal. Trevor Bond perhaps for this to be looked into (KCC).

LF:

- Linda asked members for their total no of hours spent on the bloom campaign to date.
- Can flowers be placed around the Town Hall Pillars on the judging days. MB to ask Town Clerk for this request.
- BP to contact Sandown School for availability on the judging day.
- MC to produce a Poster/flyer for local shop windows, with info on the reverse, to be printed in the town Hall, MB to ask this.
- BP to ask Sandown School pupils to produce Posters on Bio-Diversity for displaying in the Town Hall on the judging day.
- Linda talked through the 'action' plan list, an updated list will be forward to working group members.
- MB to ask F&GP for a budget for judges coffee/biscuits/sandwiches up to £50 for SSEIB/BIB both days, 12th July 3rd august. Also, for Dinner for BIB judges who arrive the afternoon previous,, perhaps to include B and B in local hostelry.
- MB to ask the Sunshine Ukes band to play on the both days at the Landmark Centre.
- Information available for the SSEIB Awards Ceremony to be held at the Copthorne Hotel, Effingham, on 20th September 9am-3pm.

There being no further items for discussion, date of next meeting 6th June, (extra meeting 20th June). meeting ended at 12.05pm

Compiled by Marlene Burnham.

Deal In Bloom Working Group notes from meeting held on 6th June 2017

Present:

Cllr Marlene Burnham – Chairman

Cllr Ben Bano, Janet Haines, Keith Haines, Linda Ford, Steve Wakefield, John Ford, Imogen Jenkins
Roger Wragg, Ruth Pascoe, Martin Cherry & Ben Palmer

Apologies: Carol Stickler, Darren Solley, Richard Taylor-Jones

MB opened the meeting at 1000 and welcomed all attending. Introductions were made for Imogen Jenkins (Landmark Trust), Steve Wakefield (Deal With It) and Ruth Pascoe (North Deal Park)

- Bio-Diversity. MB confirmed the Bio Diversity actions have been completed other than the bird boxes which are still with RT-J. LF to contact RT-J to request they be taken to Hamilton Rd where DDC can collect them and put them in place
- Weed Spraying. RW to check with Kent Highways when this will take place
- Route Timings. These are confirmed with SSEIB starting at 0930 on 12th July and BIB starting at 0830 on the 3rd August. MB requested the working group be present in the Main Chamber on both dates. LF outlined the approximate timings for each day
- Hours. All working group members to advise MC of the hours spent by them and their teams on the In Bloom competitions as this is a competition requirement. Please advise MC by 10/6/16
- Art Project. School posters will be displayed in the Town Hall
- Route and timings confirmed. LF to distribute
- Scented Garden. Additional planting required. RW to action
- Planters. RW is waiting advice on where these are to be located. It was suggested to be opposite Co -Op and top of Marlborough Road. A planter in Alfred Square also needs to be put in place. RW to follow up
- South Street Planters are not meeting In Bloom standard guidelines. MB to follow up.
- Interpretation Board for Sandown Castle Garden will not be ready for judging days. Instead RW to provide a board example.
- Crocus cones. MB advised Deal Rotary Club can provide to Deal Castle to plant
- Litter. SW advised there would be a Litter Town Pick organised the day before judging for SSEIB and BIB
- Retailers display boards and A frames. Shops are protective of these and were reluctant to remove. MB to ask the C of C for their support with shops displays and help on judging days
- Sandown School. Anne Collins is the contact for the school pupils who will be outlining what they have done in the Forest Garden of the school
- Flyers. These have been provided and will be distributed to the town retailers by LF, JF and JH, KH
- Music at The Landmark. SW to contact the Ukulele band to request that they be there at 1030 on the 12th July and 0915 on the 3rd August
- Town Information Boards. LF is chasing the town hall as these require refurbishment.
- Town seats and bins. RW to check if funding available for these to be refurbished. If not then DTC to review if they can finance . This will need to go through full Council
- Graffiti. RW advised they cannot clean from any private properties
- South Street dirty paving and boarded up bus waiting area raised as needing attention.
- Laminated Boards. LF to contact RW
- SSEIB Banner. MB to chase
- A recommendation was made by MB to request from F & GP the expenditure of £50.00 for sandwiches, biscuits and refreshments for the Judges . BB seconded the recommendation

The meeting closed at 1130

The next meeting will be on the 4th July at 1000

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor B Bano, Chairman of Finance & General Purposes committee,
Committee members
From: Paul Bone, R.F.O
Date: 13th June 2017
Subject: Deal in Bloom working group - South & South East in Bloom competition

At the meeting of the Deal in Bloom Working Group held on 6th June a recommendation was made to request that F&GP approve a budget of up-to £50 to cover sandwiches, biscuits and refreshments for the Judges of the South & South East in Bloom competition.

Decision Required

Members are asked to consider approving a budget of up to £50 for light refreshments for the Judges of the South & South East in Bloom competition.

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor B Bano, Chairman of Finance & General Purposes committee,
Committee members
From: Paul Bone, R.F.O
Date: 13th June 2017
Subject: Elizabeth Carter Letter Book

Earlier this year a Conservator from the Kent History and Library Centre, attended the Town Hall to inspect the Elizabeth Carter Letter Book currently located on the south wall within the Mayor's Parlour.

The visit was organised by the Town Clerk with a view to obtain a condition report and quotation for the restoration of the book and letters.

Attached is a copy of the condition report and quotation with options from Macaulay Bristow

An 'earmarked reserve' of £2,000 has been carried for from last year's Artefacts budget to cover these anticipated works.

Decision Required

Members to consider what action should be taken.

Kent and History Library Centre,
James Whatman Way,
Maidstone, Kent,
ME14 1LQ

24th March 2017

REF: DEA240317

Summary

Quote for conservation of Elizabeth Carter framed letter book for Deal Town Council

Title and Description

'Six autograph and unpublished letters of Elizabeth Carter born at Deal, December 16 1717'

Dark wood glazed frame with rear hinged access panel. Inner frame supports a purple velvet bound volume with decorative parts in metal, wood, and ivory to the front and back covers. The decorative parts feature a portrait carved in ivory of Elizabeth Carter with surrounding wooden oak leaves and acorns. Within the binding are a series of manuscript documents of varying sizes.

Front book plate labelled 'John Carter esq.'

Condition

The frame appears in fair condition, with surface dirt present across the glazing and wood. Parts of the frame's decorative moulding are detached and missing. There are some scratches to the wood's varnish, particularly to the rear of the frame. There is evidence of a missing label to the front of frame.

The volume is in fair condition, with severe fading and discolouration to the velvet of the front cover, the rear cover exhibits significantly less evidence of fading. Areas of the velvet binding are worn, although no areas are loose or detached. The carved ivory portrait to the front cover has a crack and small area of loss to the upper left corner.

The documents within the binding are in varying states condition from fair to poor. Surface dirt is present across many pages, and severe water damage staining is visible to the pastedown and endpaper, and a number of letters within. Pressure sensitive tape and discoloured staining from this tape is also present on first enclosed letters. The illuminated parchment title page has been completely adhered to a page in the book, but is lifting in places. This page has been previously cut with a sharp blade, disfiguring the illumination,

across the top upper left corner. The second set of letters have been guarded in order to make a section that has been attached to a thread running down the length of the gutter. The guarding is heavy and inflexible causing a tear to form in the more fragile paper of the letters. Pressure sensitive tape has also been used to repair these tears and in turn has caused further damage, discolouration and tearing. The guards have also been placed over some of the manuscript of the letter, obscuring the text. The guarding is restricting the safe opening of the pages and there is a potential for future damage caused by handling.

Treatment Quote

The fading and discolouration to the velvet of the front cover is irreversible and conservation treatments will not return the original colour. If the volume is to remain on display within the frame it is recommended that UV filtering glass is used to replace the existing glazing. This will help to prevent any further light damage from occurring.

Option 1

Surface cleaning of frame and glazing
Surface cleaning of binding
Surface cleaning of all material within binding
Return of binding to frame

5 hours at £35 per hour

Total: £175 (exc VAT)

Option 2

Surface cleaning of frame and glazing
Surface cleaning of binding
Surface cleaning of all material within binding
Supply and replacement of 99% UV protection glazing
Application of barrier to inner surface of access panel
Return of binding to frame

5 hours at £35 per hour
UV glazing at £40

Total: £215 (exc VAT)

Option 3

Surface cleaning of frame and glazing
Surface cleaning of binding
Surface cleaning of all material within binding
Aqueous treatment of material within binding to reduce tidemark staining
Removal of earlier repairs to letters

Removal of tape and discoloured tape residues
Supply and replacement of 99% UV protection glazing
Application of barrier to inner surface of access panel
Return of binding to frame

12 hours at £35 per hour
UV glazing at £40

Total: £460 (exc VAT)

If there are any questions or further information required regarding this quote please email macaulay.bristow@kent.gov.uk or phone **03000 414859**.

DEAL TOWN COUNCIL - MEMORANDUM

To: Cllr Bano, Chairman of Finance and General Purposes Committee
Committee members
From: Lorna Crow, Town Clerk
Date: 13 June 2017
Subject: Confederation Cinque Ports Umbrellas

The Confederation of Cinque Ports are asking all member towns if they would like to purchase civic umbrellas for use at future Confederation and civic events should the need arise. These would be used by the Mayor and Mayoress or Deputy Mayor and Deputy Mayoress, Town Clerk and Town Sergeant.



The cost of one umbrella is £28.00

Decision required: Members to consider purchasing up to 4 umbrellas from the Confederation of Cinque Ports using the Civic Regalia budget.

