

Deal Town Council
 Town Hall, High Street, Deal, Kent CT14 6TR.
 Tel: 01304 361999 E-mail: deal.town.council@deal.gov.uk

The minutes of the Finance and General Purposes Committee meeting held on 16 May 2016 in Deal Town Hall chamber starting at 7.15pm


Present:

- | | |
|------------------------|---------------------------|
| Cllr T Bond – Chairman | Cllr B Frost – Vice Chair |
| Cllr Mrs M Burnham | |
| Cllr W Elliott | Cllr L Butler |
| Cllr K Lee | Cllr D Cronk |
| Cllr D Bond | Cllr M Eddy |

Officers:

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

Others: 1 member of public

		Actions
1.	Chairman's opening remarks: The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions.	
2.	Apologies for absence: Cllr C Hartley, Cllr Friend, Cllr Harper and Cllr Bano	
3.	Declarations of interest: None received.	
4.	Public Participation: No comments were received.	
5.	Minutes of the previous Finance and General Purposes meeting held on 11th April 2016: RESOLVED: To confirm the minutes of the previous meeting held on the 11 th April 2016 as a true and accurate record. (P)WE (S) DC All agreed. The Chairman then duly signed the minutes.	
6.	<p>Responsible Finance Officer's Report: Following councillors' queries the RFO advised that he had now received a response from DDC regarding the opening times, payment of non-domestic rates and the bolt on the King Street toilets, he reported that DDC had advised that:</p> <p>The opening times for King Street was 07:00 to 17:00, South Street was 07:00 to 21:00 and Victoria Park was 07:00 to 18:00 with these hours being subject to weather and operational & traffic conditions.</p> <p>The Service Level Agreement undertaken by all Town and Parish Councils includes the payment for NNRD (National Non-Domestic Rates).</p> <p>The pad bolt on the King Street toilets should be locked in the open position with the padlock to prevent it being slid across.</p> <p>RESOLVED: Members agreed to note the report and requested the RFO provide full details of the opening times and details of the public toilets at the next meeting of Finance and General Purposes. (P) WE (S) DC Agreed.</p>	RFO
7.	<p>Finance:</p> <p>(i) Income & Expenditure figures to 30th April 2016: The RFO advised that there was an error on this attachment as it included the International working group that council had agreed to remove in 2015. RESOLVED: Members agreed to note the report. (P) WE (S) DC All Agreed.</p> <p>(ii) Full Bank reconciliation to 30th April 2016. RESOLVED: Members agreed to note the report. (P) WE (S) DC All Agreed</p>	

8.	<p>Town Hall Hire: Members considered the report and RESOLVED:</p> <p>To provide a champagne/drinks package as detailed in the report at a cost of £75.00</p> <p>To purchase 40 white organza sashes at a cost of up to £25.00</p> <p>To purchase an additional set of table cloths at a cost of no more than £350.00</p> <p>To provide an afternoon tea package as detailed in the report at a cost of £30.00</p> <p>To not offer discount to registered charities to hire the afternoon package</p> <p>To delegate authority to the Event Manager the decision on hiring out the committee room to a hire if they are using the Chamber if appropriate</p> <p>To amend facilities available when booking light refreshments to include, crockery, cutlery, glasses and the urn.</p> <p>Free use of the cooker and microwave to local organisations and registered charities to be considered by Council upon request.</p> <p>(P) WE (S) DB All Agreed. The Town Clerk advised that the Event Manager was producing a form for free use requests that would include a list of all facilities available. Members agreed that when this was brought to the committee they would also discuss the need for free use hire to include a security deposit charge.</p>	Event Manager
9.	<p>Free use of the Town Hall: Members RESOLVED: To grant free use of the Town Hall to the Goodwins Women's institute on Thursday 8 December, 19.00 – 22.00hrs on the provision that a security deposit is received. (P) WE (S) MB All agreed</p>	Event Manager
10.	<p>Amendment to free use request of Town Hall: Members RESOLVED: To grant free use of the cake stands for the Dementia UK Charity tea party on 9 June on the condition that any breakages are paid for by the hirer. (P) LB (S) BF All agreed</p>	Events Manager
11.	<p>Card payments: Following discussion members RESOLVED: That subject to the Town Clerks agreement she has a credit card to purchase items for the council instead of the agreed debit card. (P) DC (S) WE All agreed.</p>	RFO
12.	<p>Town Hall chimney stack – structural inspection: Following discussion members RESOLVED: That for the purpose of identifying the full extent of works required on the town hall chimney stack, the use of a cherry picker would be the best option and delegated authority to the RFO to proceed with the recommended company based in Canterbury at a cost of £400 hire for one day. (P) ME (S) DC All agreed</p>	RFO
13.	<p>Holocaust Memorial stone: Members considered the report and RESOLVED: to defer decision on the wording and supplier of the memorial stone to the next meeting of finance and general purposes. (P) TB (S) WE All agreed</p>	RFO
14.	<p>Sanitary disposal bins: Members RESOLVED: that notice is given to the existing contract and that a new contract is placed with Channel Facilities Management Limited of Dover, starting with 2 bins and increasing to 5 when the existing contracts notice period has expired. (P) MB (S) ME All agreed</p>	RFO
15.	<p>Braderie: Members RESOLVED: To defer decision to the next meeting of finance and general purposes committee meeting the supplier of the event toilet for the Braderie as Cllr Lee had advise he may be able to supply this for free (P) KL (S) WE All agreed</p> <p>Members further RESOLVED: the first aid provider for the Braderie 2016 is British Red Cross (P) ME (S) BF All agreed</p>	RFO/KL Braderie Officer
16.	<p>Independent Internal Auditors Report: Members RESOLVED: To note the letter received from the Internal Auditors McCabe Ford Williams (P) DC (S) MB All agreed</p>	
17.	<p>Sandwich Sports and Leisure Centre Trust: Following discussion members RESOLVED: To instruct the Town Clerk to write a letter to the Sandwich Sports and Leisure centre and advise that Deal Town Council support in principle any new sporting facilities in the area (P) WE (S) MB All agreed</p>	Town Clerk
18.	<p>Deal in Bloom: Members RESOLVED: To note the report (P) DC (S) MB All agreed</p>	
	<p>Date of next meeting: Tuesday 21 June 2016. The chairman closed the meeting at 8:10pm.</p>	