


Deal Town Council
 Town Hall, High Street, Deal, Kent. CT14 6TR. Telephone: 01304 361999
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You are summoned to attend the next meeting of the Finance & General
 Purposes Committee to be held on Monday 20th November 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 24th October 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.	Finance – (i) Income & Expenditure figures to 31 st October 2017 – Information to note (ii) Full Bank reconciliation to 31 st October 2017 – Information to note	Attach. 3(a) Attach. 3(b)
7.	Correspondence received – Decision required	Attach. 4
8.	Grants 2017-18 Round 2 – Decisions required	Attach. 5
9.	Town Hall – Free use request – Decision required	Attach. 6
10.	Town Hall events - Decision required	Attach. 7
11.	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.	
12.	Draft Budget 2018/19 – For information purposes	Attach. 8
	Date of next meeting – 23rd January 2018	
	 Paul Bone Responsible Finance Officer 14th November 2017	
	Filming and audio recording of Town Council meetings, by representatives of the media and also by members of the public using small media tools, is permitted. Please refer to the council's Protocol for recording on meetings for guidance available to download on www.deal.gov.uk or on request.	

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.



**The minutes of the Finance and General Purposes Committee meeting
 held on Tuesday 24th October 2017 in Deal Town Hall chamber starting at 7.15pm**

Present:

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

Officers:

Arna Crow – Town Clerk
 Paul Bone - Responsible Finance Officer
 Una Finch - Mayor's Secretary

Others: 5 Member of the public

1.	Chairman's opening remarks: The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions.	Actions
2.	Apologies for absence: All present.	
3.	Declarations of interest: Cllr T Bond declared an OSI for agenda item 9 as he is employed in similar event budgeting.	
4.	Minutes of the previous Finance and General Purposes meeting held on 19th September 2017: Members RESOLVED: To confirm the minutes of the previous meeting held on the 19 th September 2017 as a true and accurate record. (P) DC (S) ME All agreed. The Chairman then duly signed the minutes.	
5.	Public Participation: Members of the public spoke in support of gates for the Undercroft and asked that they opened in line with shop hours. One member of the public also asked that the displacement of homeless people be taken into consideration.	
6.	Responsible Finance Officer's Report: Members RESOLVED: to note the report (P) DC (S) ME All agreed.	
7.	Finance: (i) Members RESOLVED: to note the Income & Expenditure figures to 30 th September 2017 (P) DC (S) ME All agreed. (ii) Members RESOLVED: to note the Full Bank reconciliation to 30 th September 2017 (P) DC (S) ME All agreed.	
8.	Deal Pier – Christmas opening times: Following discussion Members RESOLVED: to only pay for the opening of the pier on Boxing Day and request that Dover District Council give Deal Town Council any income from that day (P) WE (S) DC 10 for 3 against motion carried. (Cllr Frost requested that his vote against to be recorded).	R.F.O.

9.	<p>Town Hall Charges – Annual review: Cllr T Bond left the room. Members RESOLVED: to thank the Events Manager and Premises Officer for their efforts and to accept the recommendations in the report as follows:-</p> <ul style="list-style-type: none"> • No changes to be made to the current room hire/Undercroft hire charges and review again in one year • No changes to kitchen hire charges • To increase hire for wedding ceremonies to: Monday to Friday: £275.00 Saturday: £350.00 Sunday & Bank Holiday: £500.00 • To Introduce a Wedding drinks receptions in the Undercroft are offered at a charge of £125.00 <p>(P) DC (S) NT All agreed. Cllr T Bond returned to the room.</p>	Events Manager
10.	<p>DCLG consultation on the Local Government Finance Settlement: Following discussion members RESOLVED: that the Chairman in consultation with the Vice Chairman write a letter to KALC & DCLG outlining how DTC has managed to maintain its Council Tax charge whilst taking on additional services. (P) ME (S) NT 8 for 5 abstentions motion carried.</p>	Cllr B Bano & Cllr M Eddy
11.	<p>Consultation on Kent County Council’s Proposed 2018/19 Budget: Cllr Bano declared a DPI as he receives a carers allowance for his wife and left the room. Cllr M Eddy took the chair. Following discussion members RESOLVED: that members respond individually to the KCC consultation (P) ME (S) DC All agreed. Members further RESOLVED: that The Mayor write to KCC to oppose any further cuts and outline the impact of austerity (P) SB (S) ME 7 for 5 against. (Cllr B Frost & Cllr T Bond requested that their votes against be recorded and Cllr B Frost requested that his objection be noted in the letter). Cllr Bano returned to the room and retook the chair.</p>	The Mayor
12.	<p>Deal in Bloom: (i) Members RESOLVED: that Deal Town Council should enter in the SSEIB Awards 2018 (P) MB (S) ME 12 for 1 abstention motion carried. (ii) Members RESOLVED: to accept the quotes from Chapman Landscapes for annual planting 2018, winter planting 2017 of all the planters at £18 each and providing Hyacinth bulbs for the scented garden for £16 as well as the continued status of Chapman Landscapes as approved contractor for the year 2018/2019 (P) ME (S) MB 12 for 1 abstention motion carried. (iii) Members RESOLVED: to reimburse payment of a taxi for Cllr Burnham from Llandudno Town to Llandudno Junction (P) ME (S) BF All agreed.</p>	R.F.O. R.F.O.
13.	<p>Undercroft Security: Following discussion members RESOLVED: to choose contractor C ‘Clima Gate Railings & Fencing Ltd.’ to manufacture and install the Undercroft Gates and Railings (P) DC (S) ME 9 for 4 abstentions motion carried. Members further RESOLVED: to discuss at Full Council how to establish a Social Exclusion Forum (P) DH (S) DC 12 for 1 abstention motion carried.</p>	R.F.O. Town Clerk
14.	<p>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: to exclude the public at 8.30pm (P) DC (S) DB All agreed. Members of the public left the room.</p>	
15.	<p>Draft Budget 2018/19: The Chairman proposed that members took the draft budget home and that it would be discussed again at the next F&GP meeting, he then closed the meeting at 8.55pm.</p>	
	<p>Date of next meeting – 20th November 2017</p>	

Budgets as agreedby Full Council22/11/16

Budget	Position
2017/18	31/10/17

Position as at 31/10/17

Budget	Position
2017/18	31/10/17

<u>Budgeted Income</u>				<u>Budgeted Expenditure</u>			
	£	£		£	£		
Precept	382,568	386,140	101%	<u>Salaries/Pensions - See Page 2</u>	220,488	121,288	55%
Bank Interest	600	32	5%	Grants & Donations	15,000	5,111	34%
Allotment Income	4,000	2,500	62%	Premises (running costs)	20,000	10,882	54%
Town Hall Hire	10,000	8,097	81%	Insurance	8,000	-	0%
Wed/Fri Market	7,500	2,999	40%	Travel	2,000	918	46%
Saturday Market	22,000	14,188	64%	<u>General Administration- See Page .</u>	12,813	7,790	61%
Braderie Income	3,700	3,731	101%	Training	2,000	1,157	58%
VIC Income	3,000	1,354	45%	<u>Mayor/Deputy/TS Expenses-See Pz</u>	3,000	936	31%
	<u>433,368</u>	<u>419,040</u>	97%	Hospitality	2,750	1,781	65%
				Clr. Allowances	4,500	1,250	28%
				Legal Advice	1,000	-	0%
				Election Costs	5,000	-	0%
				Publicity	2,000	560	28%
				<u>IT & Office Equip't-See Page 2</u>	3,000	1,317	44%
				Fair-Trade	750	-	0%
				Contingency	10,000	740	7%
				Ellis Whittam Services	3,060	2,516	82%
				Sat Market Profit Share (17/18)	2,500	-	0%
				Staff Uniform	400	-	0%
				Allotments	4,500	356	8%
				Braderie	2,300	1,632	71%
				SITA waste	4,500	2,443	54%
				Public Conveniences	40,000	18,104	45%
				Town Signage	500	-	0%
				Waste & Recycling	250	-	0%
				Deal in Bloom	10,000	9,740	97%
				<u>Town Hall Promotions-See Page 2</u>	2,000	288	14%
				Charter Day	500	55	11%
				Holocaust Memorial Day	100	-	0%
				General Advertising	750	-	0%
				Markets	2,500	78	3%
				Youth Budget	1,000	-	0%
				Flags	500	200	40%
				Audit costs 2017/18	2,500	-	0%
				General Maintenance	4,000	989	25%
				Pat Testing	1,000	-	0%
				Boiler service & maintenance	2,000	149	7%
				Artefacts	2,000	-	0%
				Office furniture/equipment	1,000	-	0%
				Window Cleaning	1,530	720	47%
				Deal Town Guide - reprint	1,000	-	0%
				MayorsParlour refurb	5,000	-	0%
				On-going Town Hall Repairs	20,000	-	0%
				T/H Undercft Cleaning	3,000	3,160	105%
				T/H Chimney stack repair	6,100	0	0%
				T/H audio Visual System	25,000	23,533	94%
				Total Budgeted Expenditure	461,791	217,690	47%
				<u>Earmarked Reserves - Page 2</u>	53,226	7,851	
				<u>Provisions - Page 2</u>	16,566	12,672	76%
				Total Expenditure	531,583	238,213	45%

Note 1: Capital Fund

B/F 2016/17	26,189
Added 2017/18	-
Total	26,189

Less expenditure 2017/18	-
Balance	26,189

Note 2:VIC - Excluding staff costs

<u>Income</u>	
VIC Sales	10018.67
ticket sales commission	611.00
	<u>10629.67</u>

<u>Expenditure</u>	
Ticket purchases	7806.78
Goods for re-sale	1055.32
Running costs	413.26
	<u>9275.36</u>

	<u>1354.31</u>
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DEAL TOWN COUNCIL

Detailed Expenditure	Budget	Position	
	2017/18	31/10/17	
	£	£	
<u>Salaries/Pensions</u>			
Salaries		107214	
Pension Costs		14074	
	220,488	121288	55%
<u>General Administration</u>			
General Administration		5104	
Subscriptions		1540	
Petty Cash		706	
Robes & Regalia		440	
	12,813	7790	61%
<u>Mayor/Deputy/T-S Expenses</u>			
Mayor Agreed Expenses		676	
Deputy Mayor Agreed Expenses		0	
Mayoress Agreed Expenses		144	
Town Sergeant Agreed Expenses		116	
	3,000	936	31%
<u>IT support / Office Equipment</u>			
Office Equipment		417	
IT Equipment/Support		672	
Internet Expenses		228	
	3,000	1317	44%
<u>Town Hall Promotions</u>			
Town Hall Promotions		150	
Heritage Day		138	
Xmas events		0	
Mayor Making		0	
International Womens Day		0	
	2,000	288	14%
<u>Earmarked Reserves</u>			
Sat Market profit share 15/16	2,500	0	
Allotments	2,490	8	
Mayor's Parlour Refurbishment	7,250	0	
Deal in Bloom	4,756	4756	
Town Hall Repairs	6,480	2087	
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	1000	
Total Earmarked Reserves	53,226	7851	15%
<u>2016/17 Provisions</u>			
Audit Provision 16/17	2,500	1720	
Sat Market profit share 16/17	2,000	0	
Grants not yet claimed	1,994	880	
Business cards	190	190	
Fire training	226	226	
Public Conveniences 16/17	9,656	9656	
Total Provisions	16,566	12672	76%

DEAL TOWN COUNCIL

Balances as at 31/10/17

RESERVE ACCOUNT		£
Opening Balance		£ 442,588.02
Transfers from Current Account		£ 417,995.25
Interest received		£ 31.51
Transfers to Current Account		-£ 251,049.01
Closing Balance		<u>£ 609,565.77</u>
Balance per statement	BL	<u>£ 609,565.77</u>
Difference		<u>£ -</u>
Interest received		
	30/04/2017	£ 4.39
	31/05/2017	£ 5.30
	30/06/2017	£ 4.49
	31/07/2017	£ 4.37
	31/08/2017	£ 4.13
	30/09/2017	£ 3.65
	31/10/2017	£ 5.18
	30/11/2017	
	30/12/2017	
	31/01/2018	
	28/02/2018	
	31/03/2018	
		<u>£ 31.51</u>

Account balances for all accounts as of 01/11/2017 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.

Cleared balances provide an indicative position for interest purposes 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	01/11/2017	609,565.77Cr	609,565.77Cr	609,565.77Cr	609,565.77Cr	609,565.77Cr	609,565.77Cr
GBP	01/11/2017	772.89Cr	772.89Cr	772.89Cr	772.89Cr	772.89Cr	772.89Cr
GBP	01/11/2017	100.00Cr	1,535.65Dr	1,535.65Dr	100.00Cr	1,535.65Dr	1,535.65Dr

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	01/11/2017	610,438.66Cr	608,803.01Cr	608,803.01Cr	610,438.66Cr	608,803.01Cr	608,803.01Cr
Balance subtotals by account currency							

DEAL TOWN COUNCIL		MAYOR OF DEAL CIVIC CHARITY											
As at 31/10/17		Pay In No:	Chq No	£	Charity Balance	Mayor's Charity Donations	Race Night (cancelled)	Mayor's end of term event	Mayor's end of term event raffle	Charity fund cocktail party	Town Sergeant Talk	Summer party	Quiz night
Date	Narrative												
B/F from 2015/16													
11/04/2017	Mayoral Event	BACS		£ 1,534.34									
16/05/2017	End of term Night - Raffle	210		£ 1,544.34			£ 10.00						
17/05/2017	End of term Night - Entertainer	BACS		£ 1,789.34					£ 245.00				
12/05/2017	Dover District Volunteer Centre		153	£ 689.34	-£ 800.00			-£ 300.00					
12/05/2017	Dementia UK		154	£ 289.34	-£ 400.00								
12/05/2017	From DTC as per Standing Orders	Transfer		£ 439.34				£ 150.00					
12/05/2017	Deal All Stars		155	£ 108.34	-£ 331.00								
08/05/2017	Mayoral Event - refund		152	£ 98.34			-£ 10.00						
06/07/2017	Charity fund cocktail party	BACS		£ 158.34						£ 60.00			
01/08/2017	Charity fund cocktail party	211		£ 579.34						£ 421.00			
10/08/2017	Charity fund cocktail party	BACS		£ 609.34						£ 30.00			
30/08/2017	Mayor's Summer Party CANCELLED	BACS		£ 706.84									
06/09/2017	From Mayor's allowance	Transfer		£ 856.84				£ 150.00				£ 97.50	
01/08/2017	Town Sergeant Talk			£ 859.14							£ 2.30		
06/09/2017	Charity fund cocktail party	Card/cash		£ 994.14						£ 135.00			
06/09/2017	Catering (via DTC current acc)	Transfer		£ 845.64						-£ 148.50			
06/09/2017	Purchase (via DTC current acc)			£ 738.18						-£ 107.46			
06/09/2017	From Mayor's allowance	Transfer		£ 825.39						£ 87.21			
08/09/2017	Quiz night	BACS		£ 850.39									£ 25.00
15/09/2017	Quiz night	BACS		£ 860.39									£ 10.00
13/09/2017	Quiz night - Donation	213		£ 880.39									£ 20.00
13/09/2017	Charity fund cocktail party	213		£ 895.39						£ 15.00			
01/09/2017	Mayor's Summer Party CANCELLED		156	£ 865.39								-£ 30.00	
01/09/2017	Mayor's Summer Party CANCELLED		157	£ 835.39								-£ 30.00	
01/09/2017	Mayor's Summer Party CANCELLED		158	£ 797.89								-£ 37.50	
19/09/2017	Quiz night refund		159	£ 772.89									-£ 25.00
TOTALS				£ -			£ -	£ -	£ 245.00	£ 477.25	£ 2.30	£ -	£ 30.00
											£ 754.55	£ -	
											in	out	

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr B Bano, Chairman of Deal Town Council's Finance & General Purposes Committee
From: Paul Bone, Responsible Finance Officer
Date: 13 November 2017
Subject: Correspondence received

A request has been received from Walmer Cricket Club for a letter of support in relation to a Grant Application they are making to Kent County Council.

This would normally have gone to the next Full Council meeting but the next meeting is not until the day before the deadline for grant application submissions.

Please see attached document

Decisions Required

Members to consider the attached request.

Subject: Walmer Cricket Club, Grant Application to Kent County Council, Small Capital Grants for Sport

Walmer CC are in process of applying for a Grant as above in respect of refurbishment/re-covering of existing Juniors Artificial pitch, total cost around £5300. Current artificial strip is now worn and torn, verging on the unsafe. Temporary patching is an option, but unlikely to last for more than 1 year, 2 at most, and would not provide a facility for competitive matches.

Could Kent CCC, the Saxon Shore League, the 2 parish Councils and Deal Town Council very kindly provide us with Letters of support?

With just the one grass Juniors track at moment (on which we have spent around £500 this Autumn in an effort to improve for 2018 Season, following rather heavy use in 2017), we really cannot run more than just the one (U11) Team in the Saxon Shore League.

With the back-up of a fully re-furbished artificial pitch, we aim to play U13 friendlies in 2018, and to enter an U13 Team in Saxon Shore League in 2019, then an U15 Team in 2020 or 2021. Some U11 games may also be played on artificial pitch in 2018, subject to prior agreement of opposition, to allow better recovery between uses of existing Juniors grass track.

Artificial pitch will also be invaluable for Junior practice sessions - for ALL the Juniors, not just the League/Cup squads.

2017 marked the return, after many years of absence, of Walmer CC Juniors to competitive cricket. Our U11s performed commendably in the Saxon Shore Indoor League, finishing 3rd to very strong teams from Linton Park and Folkestone. Massive learning curve! They were then narrowly beaten (by 5 runs) by Folkestone in U11 Cup Final, and finished 2nd to Folkestone in outdoor U11 League, winning 7 from 8 games, but losing out on net run rate!

Given our U11s are mainly 8 and 9 years old, meaning all bar one can play U11 in 2018, and at least 5 can still play U11 in 2019, these are exciting times! Add U13s and U15s as current crop mature, and as new blood is attracted, then even more exciting!

Fairly urgent, please, as deadline for grant application submission is 29th November 2017.

Regards, All,
Paul Button

Junior Section Head Coach

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr B Bano, Chairman of Deal Town Council's Finance & General Purposes Committee
From: Paul Bone, Responsible Finance Officer
Date: 14 November 2017
Subject: Grant Applications – Round 2 2017/18

Following Grants Round 1 in July 2017 a total of up to £ 9,060.99 was committed

The final figures for round 1 are:-

Large Grants £5,100 (All Paid)
 Small Grants £2,260.99 (Paid)
 Small Grants £250 (still to be claimed)
Total £7,360.99

Total Funds available for round 2 are:- £7,389.01

Total amount requested for round 2 is:- £6,650.00 (£5,000 Large and £1,650 Small)

The Grant guidelines clause 6 states:- The grant budget will be split into two tiers, Large Grants between £501 to £1000 and Small Grants for applications up to £500. Large Grants may be eligible for staged payments. A minimum of 50% of the grant budget will be awarded on Small Grants.

Of the grants agreed in round 1 only 3 ended up above £500 totalling £2,600. With 50% of the budget being £7,500 this leaves a maximum of £4,900 that can be paid as Large Grants in this round.

Applications received for Grants Round 2 2017/18

SMALL GRANTS

- 1) **Saint Omer Twinning Society:** *To help towards hosting 'French Friends and Families Event' on 23rd – 25th June 2017, the grant would be used to defray some of Society's costs incurred in hosting the event*
Amount requested: £500
- 2) **Friends Of North Deal:** *Grant to be used towards on-going renovation of dedicated benches on the seafront which have fallen into disrepair*
Amount requested: £150.00

Continued over

- 3) **Mongeham Over 50's Club:** *Money would be spent towards the cost of insurance (£675) of running various minibus trips for local residents over the age of 50*
Amount requested: £500
- 4) **12th Deal Scout Group:** *Grant will be spent on the purchase of 3 dining shelters for various camps to benefit district Beavers, Cubs and Scout groups*
Amount requested: Up to £500

LARGE GRANTS

- 5) **Deal Festival of Music and the Arts:** *Towards the production costs of 'Out of a Darker Sea' to be performed on Saturday 2nd December 2017*
Amount requested: £1000
- 6) **The Deal Society:** *To help towards Heritage Open Days 2018, promotional materials, leaflets, posters, printing costs and costs of manufacturing a blue plaque*
Amount requested: £1000
- 7) **Deal Community Carnival Association:** *Towards the overall costs of running the Christmas Carnival held on Saturday 16th December 2017*
Amount requested: £1000
- 8) **Deal Maritime and Local History Museum:** *Grant will go towards purchasing archival boxes and folders to store and conserve Basil Kidd's photographs*
Amount requested: £1000
- 9) **SEAS (South East Artists):** *To enable to continue running of SEAS (Open Studios) successfully by purchasing 7 x sets of screens for exhibiting art*
Amount requested: £1000

Additional information

Please find attached in your pink papers copies of the grant applications complete with checklists and any notes & additional information obtained.

Decisions required

Members to consider the above grant applications

DEAL TOWN COUNCIL
MEMORANDUM

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

From: Joanne Harper, Events Manager

Date: 3rd November 2017

Subject: Request for Free Use of the Town Hall – Dorthe Bucknell

As requested by the Finance & General Purposes Committee the Grants Working Group are currently working to produce a report on guidelines and a criteria for requests for free use of the Town Hall to be reported back to the Finance and General Purposes committee for decision.

In the meantime, a request for from Dorthe Bucknell on behalf of Care Extra Community Interest Company has been received for 2 hours free use of the Town Hall on 25th January 2018.

Reason for request of free use of the Town Hall:

The purpose of this event is to invite organisations and individuals that work to alleviate isolation and loneliness in Deal and surrounding area with a view to organizing a 'Good neighbour' week at a later stage. In addition to sharing how best to organize such an event, there will be an awareness raising campaign in the local media and through participating organization, such as the Dover District Volunteer Centre who will be one of the participants. The ultimate aim is to engage local people to help and support more vulnerable members of the community in whatever way they are able to make Deal a more caring community in which to live.

Decision required: Members to consider agreeing to give free use of the Town Hall to Dorthe Bucknell on Thursday 25th January 2018 2pm – 4pm.

MEMORANDUM

ATTACH ⑦

To: Cllr B Bano
Members of the Finance & General Purposes Committee

From: Joanne Harper, Event Manager
Date: 13th November 2017
Subject: Town Hall Hire Budget 2017

With reference to my report on the annual Town Hall hire review which was presented to council at the previous FG&P meeting in October, unfortunately, the final page of this report was omitted in error. Please see below recommendations from this page;

Budget for wedding and event hire: To further enhance the appearance and services that are offered for hire I would like to purchase and/or replace the following items:

Chair covers (additional covers are required)

Artificial flower arrangements for the Chamber and Committee Room

Replace and purchase extra flower garlands for the pillars in the Undercroft

Recommendation: Members to consider providing a budget of up to £1500 to purchase the above items and delegate authority to the Events Manager in liaison with the Town Clerk to purchase them. Having spoken to the R.F.O it is recommended that, if approved, the expenditure is charged to the contingency budget.

Decisions required:

Members to consider all of the above recommendations for Town Hall hire.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr B Bano, Chairman of Deal Town Council's Finance & General Purposes Committee
From: Paul Bone, Responsible Finance Officer
Date: 13 November 2017
Subject: Draft Budget 2018/2019

Please find a copy of the draft budget 2018/19 in your 'Pink Papers'

The Draft Budget figures are the same as was handed out at the last meeting.

Decision Required

- Members are asked to consider the draft budget and agree any amendments that are required.
- Members are asked to agree the draft budget at this meeting
- Members are asked to make a recommendation to full Council to agree and adopt the draft budget for 2018/19

