


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 18th June 2019 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 16th April 2019: - 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 30 th April 2019 – Information to note (ii) Full Bank reconciliation to 30 th April 2019 – Information to note (iii) Income & Expenditure figures to 31 st May 2019 – Information to note (iv) Full Bank reconciliation to 31 st May 2019 – Information to note	Attach. 3(a) Attach. 3(b) Attach. 3(c) Attach. 3(d)
7.	Nat West Bank Signatories - Decisions Required	Attach. 4
8.	Councillor Internal Auditors - Decisions Required	Attach. 5
9.	Recommendations from the Grants Sub-Committee - Decisions Required	Attach. 6
10.	Past Mayor's Badges and Civic Regalia - Decisions Required	Attach. 7
11.	Request received from 'A Woman's Place Project CIC' - Decisions Required	Attach. 8
	Date of next meeting – 16th July 2019	
	 Paul Bone Responsible Finance Officer 11th June 2019	
	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, DC, SB, BB, TB, SC, ME, LK, TT, & CT

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

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 Tuesday 16th April 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 C Hartley | Cllr S Parker |
| Cllr N Tomaszewski | Cllr B Bano |
| Cllr M Burnham | |

Officers:

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

Others: 0 members of the public

1.	Chairman’s opening remarks: The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions and requested they turned off their mobiles and tablets or put them to silent.	Actions
2.	Apologies for absence: Cllr B Frost Cllr D Harper	
3.	Declarations of interest: Cllr N Tomaszewski declared a VAOI for item 9 St Omer Twinning Budget as he is an Ex-officio. Cllr M Burnham declared a VAOI for item 9 St Omer Twinning Budget as she is a member of the Society. Cllr B Bano declared a VAOI for item 9 St Omer Twinning Budget as he is a member of the Society.	
4.	Minutes of the previous Finance and General Purposes meeting held on 19th March 2019: Members RESOLVED: To confirm the minutes of the previous meeting held on the 19 th March 2019 as a true and accurate record. (P) NT (S) KL All agreed. The Chairman then duly signed the minutes.	The Chairman
5.	Public Participation: No members of the public present.	
6.	Finance: (i) Members RESOLVED: to note the Income & Expenditure figures to 31 st March 2019 (P) ME (S) NT All agreed. (ii) Members RESOLVED: to note the Full Bank reconciliation to 31 st March 2019 (P) ME (S) NT All agreed.	
7.	Employment Law, HR and Health and Safety: Members RESOLVED: to accept the extension of a further four years to the existing one year remaining on the Ellis Whittam ‘Employment Law, HR and Health & Safety contract’ (P) ME (S) DC All agreed.	RFO
8.	Nat West Bank Mandate: Members RESOLVED: that the RFO writes a letter to Nat West Bank requesting a change to the existing mandate allowing signatories to be added to the mandate if signed by an Officer of the Council and supported by a Council resolution stating the names of those Councillors that are to be added and for the letter to be signed by two existing bank signatories (P) ME (S) DC All agreed.	RFO

9.	<p>St Omer Twinning Budget: The RFO advised members that item 2 of this item had been withdrawn as the Society had already been awarded £690 for this event. Members RESOLVED: that the sum of 270 euros is made available from the Twinning budget to cover the cost of the accommodation and food for the young players from Deal Town Rangers Youth FC participating in the St Omer International Football Festival on 14th and 15th June 2019 (P) BB (S) ME All agreed.</p>	RFO
10.	<p>Mayor's Parlour Refurbishment: Members RESOLVED: the RFO and Town Clerk work with the appropriate officers and external parties to produce a detailed plan and design for the refurbishment of the Parlour for presentation to the Finance and General Purposes committee for decision (P) TB (S) NT All agreed.</p> <p>The Chairman closed the meeting at 7.25pm</p>	RFO
Date of next meeting – TBA		

Budgets as agreed by Budget Position
F&GP 20/11/18 2019/20 30/4/19

Budget Position
2019/20 30/4/19

Budgeted Income	£	£		Budgeted Expenditure	£	£	
Precept	391,613	195,807	50%	<u>Salaries/Pensions</u>	231,645	19,479	8%
Bank Interest	1,000	97	10%	Grants & Donations	10,000	-	0%
Allotment Income	4,000	-	0%	Premises (running costs)	18,500	1,751	9%
Town Hall Hire	10,000	455	5%	Insurance	5,000	-	0%
Wed/Fri Market	5,000	415	8%	Mayoral Travel & subsistence	1,500	171	11%
Saturday Market	22,000	1,591	7%	Staff Travel & subsistence	1,000	-	0%
Braderie Income	4,440	2,830	64%	Cllr Travel & subsistence	500	-	0%
VIC Income	1,500	514	34%	<u>General Admin</u>	12,800	686	5%
	<u>439,553</u>	<u>201,709</u>	46%	Cllr Training	1,000	-	0%
				Staff Training	2,000	-	0%
Supporting Income				<u>Mayor/Deputy/TS Expenses</u>	3,000	-	0%
Earmarked reserves	90,250	-		Hospitality	2,750	73	3%
2019/20 Provisions	31,736	9,250		Cllr. Allowances	4,800	-	0%
From/(to) reserves	35,412	-		Legal Advice	1,000	-	0%
Coastal Communities	51,209	-		Election Costs	18,500	-	0%
	<u>208,607</u>	<u>9,250</u>		Publicity	2,000	-	0%
Total Budgeted Income	<u>648,160</u>	<u>210,959</u>		IT & Office Equip't	15,000	211	1%
				Contingency	10,000	-	0%
INCOME (Other)				Ellis Whittam Services	3,060	-	0%
VAT Refund		677		Sat Market Profit Share (19/20)	2,500	-	0%
Misc Income		-		Staff Uniform	400	-	0%
		<u>677</u>		Allotments	5,000	390	8%
				Braderie	2,300	-	0%
				SITA waste	5,500	-	0%
				Public Conveniences	37,000	-	0%
				Town Signage	500	-	0%
				Waste & Recycling	250	-	0%
				Annual Planting	7,000	-	0%
				<u>Town Council Events</u>	5,000	-	0%
				General Advertising	750	-	0%
				Markets	2,500	-	0%
				Youth Budget	1,000	-	0%
				Flags	500	-	0%
				Audit costs 2019/20	2,500	-	0%
				General Maintenance	4,000	52	1%
				Pat Testing	750	-	0%
				Boiler service & maintenance	500	-	0%
				Artefacts	2,000	-	0%
				Town Hall furniture/equipment	1,000	-	0%
				Window Cleaning	1,530	290	19%
				Deal Town Guide - reprint	1,000	-	0%
				Mayors Parlour refurb	-	-	0%
				On-going Town Hall Repairs	10,000	-	0%
				T/H Undercroft Cleaning	1,000	-	0%
				Community Contributions	10,000	-	0%
				Special Project Fund	10,000	-	0%
				St Omer Twinning	1,000	-	0%
				Cycle Friendly Deal	66,639	2,149	3%
					<u>526,174</u>	<u>23,102</u>	4%
				<u>Earmarked Reserves</u>	90,250	-	0%
				<u>Provisions</u>	31,736	9,250	29%
					<u>648,160</u>	<u>32,352</u>	5%

Note 1: Capital Fund

B/F 2018/19	26,189
Added 2019/20	-
Total	<u>26,189</u>
Less expenditure 2018/19	-
Balance	<u>26,189</u>

Note 2: VIC - Excluding staff costs

Income		
VIC Sales	514.30	
ticket sales commission	35.09	
	<u>549.39</u>	
Expenditure		
Ticket purchases	530.90	
Goods for re-sale	0.00	
Running costs	65.96	
	<u>596.86</u>	
VIC Income	<u>-47.47</u>	

Note 3: Astor Theatre

Grant from DDC	0.00
Paid to Astor	0.00
	<u>0.00</u>

Detailed Expenditure	Budget 2019/20	Position 30/4/19	
	£	£	
<u>Salaries/Pensions</u>			
Salaries		17,244	
Pension Costs		2,235	
	231,645	19479	8%
<u>General Administration</u>			
General Administration		486	
Subscriptions		-	
Petty Cash		200	
Robes & Regalia		-	
	12,800	686	5%
<u>Mayor/Deputy/T-S Expenses</u>			
Mayor Agreed Expenses		-	
Deputy Mayor Agreed Expenses		-	
Mayoress Agreed Expenses		-	
Town Sergeant expenses		-	
	3,000	0	0%
<u>Town Council Events</u>			
Town Hall Promotions		-	
Heritage Day		-	
Xmas events		-	
Mayoral Ceremonial event	150	-	
International Women's Day	250	-	
Charter Day		-	
Holocaust Memorial Day	250	-	
	5,000	0	0%
<u>Earmarked Reserves</u>			
Capital Fund	26,189	-	
Community Contribution 2018-19 Y 2	3000	-	
Special projects (Environment)	7827	-	
Coastal Communities	500	-	
Town Hall Events	1,417	-	
Town Signage	1,250	-	
Artefacts	3,000	-	
Mayor's Parlour Refurbishment	17,250	-	
Town Hall Repairs/Refurbishment	16,565	-	
Market signage	500	-	
Table cloths	110	-	
Hospitality 18/19 b/f	966	-	
Allotments	2025	-	
Web Site Design	4,024	-	
Transport & Infrastructure	100	-	
Staff Training	1,457	-	
Annual Planting	1470	-	
Air Pollution Campaign	100	-	
Marriage Licence	2500	-	
Total Earmarked Reserves	90,250	0	0%
<u>2019/20 Provisions</u>			
Audit Provision 18/19	2,500	-	
Sat Market profit share 18/19	2,500	-	
Market Rates recharge	2,056	-	
Public Conveniences 18/19	9,250	9,250	
Cycle Friendly Deal	15,430	-	
Total Provisions	31,736	9250	29%

DEAL TOWN COUNCIL

ATTACH 31

BANK RECONCILIATION as at 30th April 2019		
Balance b/fwd	1.4.18	2,431.16
Receipts reconciled		233,574.78
Payments reconciled	-	235,905.94
Statement Balance c/fwd		100.00
Per Bank Statement No	B/L	100.00
Difference	-	0.00

CASHBOOK as at 30th April 2019	
Balance b/fwd	2,431.16
CashBook receipts	234,500.98
CashBook payments	- 236,105.94
Cashbook Balance	826.20
Per Bank Statement	100.00

Audited Reconciliation at 31.3.19	
Balance 1.4.19	2,431.16
Unpresented cqs	
Unbanked Cash	
101261	2,331.16
	2,331.16
	100.00

Less Cheques unpresented	
	100.00
Plus Cash/Cqs not banked	
101263	£ 726.20
	£ 726.20
	726.20
Cash Book Balance	826.20
Difference	0.00

PETTY CASH RECONCILIATION		
Balance b/fwd 1.4.19	216.62	
Expenses per schedule	-	
Cheques Cashed		
Balance c/fwd	216.62	
Cash in Tin	216.62	
Claim form total	£ 130.28	OVER
£ 20.00	£40.00	
£ 10.00	£20.00	
£ 5.00	£5.00	
£ 2.00	£6.00	
£ 1.00	£9.00	
£ 0.50	£2.50	
£ 0.20	£3.00	
£ 0.10		
£ 0.05	£0.40	
£ 0.02	£0.24	
£ 0.01	£0.20	
30-Apr-19	£216.62	

DEAL TOWN COUNCIL

Balances as at 30/4/19

RESERVE ACCOUNT		£
Opening Balance		£ 428,179.21
Transfers from Current Account		£ 200,765.41
Transfers from Treasury Account		£ -
Interest received		£ 96.80
Transfers to Current Account		-£ 32,212.47
Transfers to Treasury Account		£ -
Closing Balance		<u>£ 596,828.95</u>
Balance per statement	BL	<u>£ 596,828.95</u>
Difference		<u>£ 0.00</u>
Interest received		
	30/04/2019	£ 96.80
	31/05/2019	
	30/06/2019	
	31/07/2019	
	31/08/2019	
	30/09/2019	
	31/10/2019	
	30/11/2019	
	31/12/2019	
	31/01/2020	
	28/02/2020	
	31/03/2020	
		<u>£ 96.80</u>

TREASURY RESERVE DEPOSIT ACCOUNT		£
Opening Balance		£ 85,000.00
Transfers from Reserve Account		£ -
Deposit Date:20/02/2019		
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>
Interest		
	Interest is applied at end of term	
	Interest due = £756.50	
Interest received		
	20/02/2020	
		<u>£ -</u>

Customer name
Deal Town Council

Display currency
Account currency

Account details**Last night's uncleared**

Total of 3 accounts	597,985.01 GBP
DEAL TOWN CNCL BRES ██████████ 523023	596,828.95 GBP
DEAL TOWN COUNCIL ██████████ 523023	100.00 GBP
MAYOR DEAL CIVIC CH. ██████████ 523023	1,056.06 GBP

Budgets as agreed by **Budget** **Position**
F&GP 20/11/18 **2019/20** **31/5/19**

Budget **Position**
2019/20 **31/5/19**

Budgeted Income	£	£		Budgeted Expenditure	£	£	
Precept	391,613	195,807	50%	<u>Salaries/Pensions</u>	231,645	39,141	17%
Bank Interest	1,000	195	19%	Grants & Donations	10,000	-	0%
Allotment Income	4,000	-	0%	Premises (running costs)	18,500	2,834	15%
Town Hall Hire	10,000	1,140	11%	Insurance	5,000	-	0%
Wed/Fri Market	5,000	930	19%	Mayoral Travel & subsistence	1,500	341	23%
Saturday Market	22,000	3,317	15%	Staff Travel & subsistence	1,000	-	0%
Braderie Income	4,440	3,660	82%	Cllr Travel & subsistence	500	-	0%
VIC Income	1,500	1,830	122%	<u>General Admin</u>	12,800	5,485	43%
	<u>439,553</u>	<u>206,879</u>	47%	Cllr Training	1,000	150	15%
				Staff Training	2,000	249	12%
				<u>Mayor/Deputy/TS Expenses</u>	3,000	-	0%
				Hospitality	2,750	73	3%
				Cllr. Allowances	4,800	-	0%
				Legal Advice	1,000	-	0%
				Election Costs	18,500	-	0%
				Publicity	2,000	-	0%
				IT & Office Equip't	15,000	3,489	23%
				Contingency	10,000	-	0%
				Ellis Whittam Services	3,060	-	0%
				Sat Market Profit Share (19/20)	2,500	-	0%
				Staff Uniform	400	-	0%
				Allotments	5,000	1,330	27%
				Braderie	2,300	-	0%
				SITA waste	5,500	443	8%
				Public Conveniences	37,000	-	0%
				Town Signage	500	-	0%
				Waste & Recycling	250	-	0%
				Annual Planting	7,000	-	0%
				<u>Town Council Events</u>	5,000	-	0%
				General Advertising	750	-	0%
				Markets	2,500	-	0%
				Youth Budget	1,000	-	0%
				Flags	500	-	0%
				Audit costs 2019/20	2,500	-	0%
				General Maintenance	4,000	89	2%
				Pat Testing	750	-	0%
				Boiler service & maintenance	500	58	12%
				Artefacts	2,000	-	0%
				Town Hall furniture/equipment	1,000	-	0%
				Window Cleaning	1,530	325	21%
				Deal Town Guide - reprint	1,000	-	0%
				Mayors Parlour refurb	-	-	0%
				On-going Town Hall Repairs	10,000	-	0%
				T/H Undercroft Cleaning	1,000	345	35%
				Community Contributions	10,000	-	0%
				Special Project Fund	10,000	-	0%
				St Omer Twinning	1,000	-	0%
				Cycle Friendly Deal	66,639	4,369	7%
					<u>526,174</u>	<u>54,352</u>	10%
				<u>Earmarked Reserves</u>	90,250	344	0%
				<u>Provisions</u>	31,736	9,990	31%
					<u>648,160</u>	<u>64,686</u>	10%

Budgeted Income	£	£
Precept	391,613	195,807
Bank Interest	1,000	195
Allotment Income	4,000	-
Town Hall Hire	10,000	1,140
Wed/Fri Market	5,000	930
Saturday Market	22,000	3,317
Braderie Income	4,440	3,660
VIC Income	1,500	1,830
	<u>439,553</u>	<u>206,879</u>

Supporting Income	£	£
Earmarked reserves	90,250	344
2019/20 Provisions	31,736	9,990
From/(to) reserves	35,412	-
Coastal Communities	51,209	-
	<u>208,607</u>	<u>10,334</u>
Total Budgeted Income	648,160	217,213

Note 1: Capital Fund		
B/F 2018/19		26,189
Added 2019/20		-
Total		<u>26,189</u>
Less expenditure 2018/19		-
Balance		<u>26,189</u>

Note 2: VIC - Excluding staff costs		
Income		
VIC Sales		1830.30
ticket sales commission		101.90
		<u>1932.20</u>
Expenditure		
Ticket purchases		1345.60
Goods for re-sale		0.00
Running costs		114.77
		<u>1460.37</u>
VIC Income		<u>471.83</u>

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

DEAL TOWN COUNCIL

Detailed Expenditure	Budget 2019/20	Position 31/5/19	
	£	£	
<u>Salaries/Pensions</u>			
Salaries		34,590	
Pension Costs		4,551	
	231,645	39141	17%
<u>General Administration</u>			
General Administration		3,985	
Subscriptions		1,300	
Petty Cash		200	
Robes & Regalia		-	
	12,800	5485	43%
<u>Mayor/Deputy/T-S Expenses</u>			
Mayor Agreed Expenses		-	
Deputy Mayor Agreed Expenses		-	
Mayoress Agreed Expenses		-	
Town Sergeant expenses		-	
	3,000	0	0%
<u>Town Council Events</u>			
Town Hall Promotions		-	
Heritage Day		-	
Xmas events		-	
Mayoral Ceremonial event	150	-	
International Women's Day	250	-	
Charter Day		-	
Holocaust Memorial Day	250	-	
	5,000	0	0%
<u>Earmarked Reserves</u>			
Capital Fund	26,189	-	
Community Contribution 2018-19 Y 2	3000	-	
Special projects (Environment)	7827	-	
Coastal Communities	500	-	
Town Hall Events	1,417	-	
Town Signage	1,250	-	
Artefacts	3,000	-	
Mayor's Parlour Refurbishment	17,250	-	
Town Hall Repairs/Refurbishment	16,565	344	
Market signage	500	-	
Table cloths	110	-	
Hospitality 18/19 b/f	966	-	
Allotments	2025	-	
Web Site Design	4,024	-	
Transport & Infrastructure	100	-	
Staff Training	1,457	-	
Annual Planting	1470	-	
Air Pollution Campaign	100	-	
Marriage Licence	2500	-	
Total Earmarked Reserves	90,250	344	0%
<u>2019/20 Provisions</u>			
Audit Provision 18/19	2,500	740	
Sat Market profit share 18/19	2,500	-	
Market Rates recharge	2,056	-	
Public Conveniences 18/19	9,250	9,250	
Cycle Friendly Deal	15,430	-	
Total Provisions	31,736	9990	31%

DEAL TOWN COUNCIL

Balances as at 30/5/19

RESERVE ACCOUNT		£	
Opening Balance		£	428,179.21
Transfers from Current Account		£	203,863.64
Transfers from Treasury Account		£	-
Interest received		£	194.97
Transfers to Current Account		-£	67,938.81
Transfers to Treasury Account		£	-
Closing Balance		£	<u>564,299.01</u>
Balance per statement	BL	£	<u>564,299.01</u>
Difference		£	<u>-</u>
Interest received			
	30/04/2019	£	96.80
	31/05/2019	£	98.17
	30/06/2019		
	31/07/2019		
	31/08/2019		
	30/09/2019		
	31/10/2019		
	30/11/2019		
	31/12/2019		
	31/01/2020		
	28/02/2020		
	31/03/2020		
		£	<u>194.97</u>

TREASURY RESERVE DEPOSIT ACCOUNT		£	
Opening Balance		£	85,000.00
Transfers from Reserve Account		£	-
Deposit Date:20/02/2019			
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>
Interest			
Interest is applied at end of term			
Interest due = £756.50			
Interest received			
	20/02/2020		
		£	<u>-</u>

Customer name
Deal Town Council

Display currency
Account currency

Account details**Last night's uncleared**

Total of 3 accounts	564,605.07 GBP
DEAL TOWN CNCL BRES [REDACTED] 523023	564,299.01 GBP
DEAL TOWN COUNCIL [REDACTED] 523023	100.00 GBP
MAYOR DEAL CIVIC CH. [REDACTED] 2057 523023	206.06 GBP

DTTCCA (4)

**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: 10 June 2019
Subject: **Nat West Bank Signatories**

Since the formation of the current Council DTC only have one Bank Signatory registered with Nat West Bank. (Cllr T Bond)

An additional 2 new signatories are now required to allow for the signing of cheques and the countersigning of payment made by the Officers under delegated authority by BACS or DIRECT DEBIT

Decisions required.

Members to agree on two additional Bank Signatories to be registered with Nat West Bank and to authorise these members to sign cheques and the countersigning of payments by other methods.

ATTACH (5)

**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: 11 June 2019
Subject: **Councillor Internal Auditors**

As part of DTC's financial control procedures this committee needs to appoint two Councillor Internal Auditors plus a reserve for the term of this Council.

These Councillors will be required to conduct a minimum of one audit per year. (usually in April)

No audit or financial training is required for these appointments as full guidance will be provided.

A copy of last year's internal audit is attached to show the range of items covered.

Decisions required.

Members to agree on two Councillor Internal Auditors plus a reserve.

**Deal Town Council 2018/19
Internal Audit Control Checklist**

Dates checked

17/04/2019 18/04/2019 17/04/2019 17/04/2019

Internal Control	What is tested	RFO	McCabe Ford Williams	Cllr D Cronk Auditor 1	Cllr M Burnham Auditor 2
Proper Bookkeeping	Is the cashbook maintained and up to date?	✓	✓	✓	✓
	Is the cashbook arithmetic correct?	✓	✓	✓	✓
	Is the cashbook regularly balanced?	✓	✓	✓	✓
Standing Orders & payment control	Has the council formally adopted standing orders & financial regs?	✓	✓	✓	✓
	Has an RFO been appointed with specific duties?	✓	✓	✓	✓
	Have items or services above £500 been purchased in accordance with financial regs?	✓	✓	✓	✓
	Are payments in the cashbook supported by invoices, authorised & minuted?	✓	✓	✓	✓
	Has VAT on payments been identified, recorded and reclaimed?	✓	✓	✓	✓
Risk management arrangements	Is s137 expenditure separately recorded and within statutory limits?	✓	✓	✓	✓
	Would a review of the minutes identify any unusual financial activity?	✓	✓	✓	✓
	Do minutes record the council carrying out an annual risk assessment?	✓	✓	✓	✓
	Is insurance cover appropriate and adequate?	✓	✓	✓	✓
Budgetary Controls	Are internal financial controls documented and regularly reviewed?	✓	✓	✓	✓
	Has the Council prepared an annual budget in support of its Precept?	✓	✓	✓	✓
	Is actual expenditure against the budget regularly reported to the council?	✓	✓	✓	✓
Income Controls	Are there any significant unexplained variances from budget?	No	No	No	No
	Is income properly recorded and promptly banked?	✓	✓	✓	✓
Petty cash Control	Does the Precept recorded agree to the Council Tax authority's notification?	✓	✓	✓	✓
	Are security controls over cash and near cash adequate and effective?	✓	✓	✓	✓
	Is all petty cash spent recorded and supported by VAT invoices/receipts?	✓	✓	✓	✓
	Is all petty cash expenditure reported to F&GP committee?	✓	✓	✓	✓
Payroll Controls	Is petty cash reimbursement carried out regularly?	✓	✓	✓	✓
	Do all employees have contracts of employment with clear terms & conditions?	✓	✓	✓	✓
	Do salaries paid agree with those approved by the council?	✓	✓	✓	✓
	Are other payments to employees reasonable and approved by council?	✓	✓	✓	✓
Assets Controls	Have PAYE/NIC been properly operated by the council as an employer?	✓(Capita)	✓	✓	✓
	Does the council maintain a register of all material assets owned or in its care?	✓	✓	✓	✓
	Are the assets and investments registers up to date?	Being updated	✓	✓	✓
	Do asset insurance valuations agree with those in the asset register?	✓	✓	✓	✓

Internal Control	What is tested	RFO	McCabe Ford Williams	Cllr D Cronk Auditor 1	Cllr M Burnham Auditor 2
Bank reconciliation	Is there a bank reconciliation for each account? Is a bank reconciliation carried out in a timely fashion? No unexplained balancing entries are recorded in any reconciliation Is the value of investments held summarised on the reconciliation?	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
Year-end procedures	Are year-end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)? Do accounts agree with the cashbook? Is there an audit trail from underlying financial records to the accounts? Where appropriate, have debtors and creditors been properly recorded?	✓ I & E ✓ ✓	✓ I & E ✓ ✓	✓ I & E ✓ ✓	✓ I & E ✓ ✓

Checked by:-

Responsible Finance Officer

Paul Bone



Signed

Outside internal Auditors

McCabe Ford Williams



Signed

Internal Auditor 1

Cllr D Cronk



Signed

Internal Auditor 2

Cllr M Burnham



Signed

**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: 10 June 2019
Subject: Deal Town Council – Grants Sub-Committee Recommendation

The Grants Sub-Committee met on 7th June to consider the applications that had been received for Round 1 of the Annual Grants

The recommendations from the Grants Sub-Committee below fall within the budget and guidelines as agreed for this year.

A total for **£2,675.56** for small grants and a total of **£2,000** for large grants is being recommended from the Annual Grants budget of **£10,000**

Recommendation

Small Grants (up to £500) recommended for approval:-

Deal Area Foodbank **£500**
Deal & Walmer Allotments **£359**
Deal, Walmer & Kingsdown Rowing **£439.56**
Betteshanger Welfare Bowls Club **£477**
Deal & Vlissengen Fencing Club **£500**
White Cliffs Ramblers Group **£400**

Small Grants (up to £500) **NOT** recommended for approval as they failed to achieve 50% or more of the available score against the agreed set of criteria as supplied to all applicants:-

Royal Marines Association (15 points out of possible 43)
Men of Kent & Kentish Men (19 points of a possible 43)

Large Grants (£501 to £1,000) recommended for approval:-

Deal Museum Trust **£1,000**
Treetops Pre-School **£1,000**

Large Grants (£501 to £1,000) **NOT** recommended for approval as they failed to achieve 50% or more of the available score against the agreed set of criteria as supplied to all applicants:-

Deal & Betteshanger Rugby Club (13 points out of possible 43)
Walmer Cricket Club (15 points out of possible 43)

Decision required.

Members to consider the above recommendations

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor David Cronk, Chairman of Finance and General Purposes Committee
From: Mrs Lorna Crow, Town Clerk
Date: 5 June 2019
Subject: Past Mayor Badges & Civic Regalia

It has been the usual practice to present the retiring Mayor of Deal with a Past Mayor badge, the original medallion was specially commissioned and made by Paul Harrison who is now deceased and the council ran out their supply of these medallions three years ago.

Members now need to decide if they wish to continue presenting Past Mayor badges and if yes to also indicate the direction to take, to assist with this please see below options to consider that include a picture as a very early example;

Past Mayor Badges



Medallion: to be suspended on ribbon – to incorporate the crest with the wording Past Mayor and date



Pin Badge: This option would also have the flexibility to add extra bars with the dates the Councillor had served as Mayor throughout their term with the council

Recommendation: That should members agree to continue presenting Past Mayor Badges they agree to a Medallion **OR** Pin Badge and request that the R.F.O presents 3 quotes for making these (as locally as possible) to the F&GP committee for decision, delegating the decision for the design of the regalia to the Town Clerk in liaison with the Chairman of F&GP and the Chairman of the Council.

Deputy Mayoress Chain

I was advised that years ago the council did have a Deputy Mayoress Chain and unfortunately it was lost. I now have been asked if the council would consider replacing it, to be a chain or ribbon with a simple medal that compliments the Deputy Mayor Chain.

Recommendation: Should members wish to replace the Deputy Mayoress Chain they request the R.F.O presents 3 quotes for these to the F&GP committee for decision, delegating the decision for the design of the regalia to the Town Clerk in liaison with the Chairman of F&GP and the Chairman of the Council.

Civic Badges

Members have also asked if the council would consider a Civic Badge for all councillors that can be worn when on official duty. It would be very straightforward to purchase badges that are the same design as the staff badges, at a cost of £6.90 each, however, if committee agree that members

should also have a Civic Badge then this can be explored along the same lines as the Past Mayor Badge.

Recommendation: To agree to the purchase of badges for Councillors in the same design as the staff badges.

Decisions required:

To consider presenting Past Mayor Badges and decide on a Medallion **OR** Pin Badge and request that the R.F.O presents 3 quotes for making these (as locally as possible) to the F&GP committee for decision, delegating the decision for the design of the regalia to the Town Clerk in liaison with the Chairman of F&GP and the Chairman of the Council.

To consider replacing the Deputy Mayoress Chain and request the R.F.O presents 3 quotes for these to the F&GP committee for decision, delegating the decision for the design of the regalia to the Town Clerk in liaison with the Chairman of F&GP and the Chairman of the Council.

To agree to the purchase of badges for Councillors in the same design as the staff badges.

To consider if the council should provide Civic Badges to all Councillors similar to a Past Mayor Badge

**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: 11 June 2019
Subject: Request from – 'A Woman's Place Project CIC'

The following request has been received from Lucy Day, Director Curator of A Woman's Place Project CIC.

I am getting in touch as I am producing a legacy publication for the A Woman's Place 2016 - 2018 programme, which will include all of the events that we produced or supported, as well as the six new art commissions which we realised at Knole last year. Colin Priest gave me your details as the person who might help us with securing permission to use the attached image, which we would like to include alongside the information relating to Colin's 'Elizabeth Carter' project, which we supported as part of the events programme.

I am planning on printing and distributing 500 free copies of the resulting publication to the contributing artists, funders (National Trust and Arts Council England) and project partners as well as archives and collections including the New Hall Art Collection, Government Art Collection, Women's Art Library, Stuart Hall Library and Contemporary Art Society.

I would be very grateful if you could let me know if we will be able to use the image, and would be happy to answer any queries you might have, I would of course be delighted to send you a copy of the final publication in due course.

A Woman's Place Project CIC is a contemporary arts, heritage & education company where equality provides the contextual backbone to projects that we initiate and realise with a range of partners. <http://www.awomansplace.org.uk/>



Decisions required.

Members to consider the above request.

