

Deal Town Council
 Town Hall, High Street,
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**The minutes of the Finance and General Purposes Committee meeting
 held on 11th February 2016 in Deal Town Hall chamber starting at 7.15pm**

Present:

- | | |
|---|---------------------------|
| Cllr T Bond – Chairman | Cllr B Frost – Vice Chair |
| Cllr A Friend (ex-officio) arrived 7.30pm | Cllr Mrs M Burnham |
| Cllr W Elliott | Cllr L Butler |
| Cllr K Lee | Cllr C Hartley |
| Cllr B Bano | Cllr D Harper |
| Cllr D Bond | Cllr M Eddy |

Officers:

- Mrs L Crow – Town Clerk
 P Bone - Responsible Finance Officer/Deputy Town Clerk
 Mrs U Finch - Mayor’s Secretary

Others: 1 member of the public

1.	Chairman’s opening remarks:	Actions
	The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions.	
2.	Apologies for absence: Cllr D Cronk Absent: Cllr E Carr	
3.	Declarations of interest: None received.	
4.	Public Participation: One member of the public asked questions regarding the development of South Street.	
5.	Minutes of the previous Finance and General Purposes meeting held on 11th February 2015: RESOLVED: To confirm the minutes of the previous meeting held on the 11 th February 2015 as a true and accurate record. (P)WE (S) BF All agreed. The Chairman then duly signed the minutes.	
6.	Responsible Finance Officer’s Report: The RFO answered questions about the photocopier. RESOLVED: to note the report. (P) WE (S) MB All agreed.	
7.	Finance: (i) Income & Expenditure figures to 31 st January 2016: Following discussions on Mayoral events, members RESOLVED: to note the report. (P) ME (S) WE All Agreed. Cllr A Friend joined the meeting (ii) Full Bank reconciliation to 31 st January 2016: Following discussion members RESOLVED: to note the report and to instruct the RFO to redact account numbers on paperwork on all future agendas. (P) ME (S) LB All Agreed	RFO
8.	Deal in Bloom: The Chairman of the Working Group Cllr M Burnham advised members that the Task and Finish Group on concrete planters had met that day and plans would be submitted to KCC. RESOLVED to note the report. (P) ME (S) DB All agreed.	
9.	Internal Audit: Following the report from the RFO members RESOLVED to note the Internal Audit and Checklist. (P) WE (S) MB All agreed.	
10.	Disabled Access Toilet: Following discussion members RESOLVED to delegate the authority to the RFO in conjunction with the Chairman of the Town Hall Working Group and the Chairman of F&GP to make the final decision on contractors for this work on the condition that a further 2 weeks are given for quotes to be obtained. (P) BB (S) MB All agreed	RFO

11.	<p>Free use of Town Hall:</p> <p>(i) RESOLVED: to allow the change of date for The Deal Town Fairtrade Network from the 2nd March to the 9th March 2016. (P) AF (S) ME All agreed</p> <p>(ii) RESOLVED: To continue with the current procedure of all requests for the free use of the Town Hall to be presented to the Finance and General Purpose Committee for decision also for the RFO to investigate DDC free use allowance. (P) AF (S) WE All agreed</p>	<p>Events manager</p> <p>RFO</p>
12.	<p>Banking System: Cllr Bano declared a VAOI as his private business banked with Santander</p> <p>(i) RESOLVED: to transfer the entire balance of the Direct Reserve Account to the business Reserve Account and close the Direct Reserve Account. (P) ME (S) KL All agreed.</p> <p>(ii) RESOLVED: to instruct the RFO to explore options with the other banks for reserve accounts and report back to the Finance and General Purpose committee with information. (P) ME (S) KL All agreed</p>	<p>RFO</p> <p>RFO</p>
<p>Date of next meeting: Thursday 21st March 2016. The Chairman closed the meeting at 8.15pm.</p>		

