


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 17th July 2018
 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 19th June 2018: - 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 June 2018 – Information to note (ii) Full Bank reconciliation to 30 th June 2018 – Information to note	Attach. 3(a) Attach. 3(b)
7.	Visitor Information Centre – Quarterly report – Decision required	Attach. 4
8.	Undercroft Benches – Decisions required	Attach. 5
9.	IT Support - Decisions required	Attach. 6
10.	Utility Suppliers - Decisions required	Attach. 7
11.	Town Clerk's Report – Information to note	Attach. 8
12.	Allotments Contractor - Decision required	Attach. 9
13.	Grants Update – Information to note	Attach. 10
	Date of next meeting – 18th September 2018	
	 Paul Bone Responsible Finance Officer 11th July 2018	
	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, TB, MB, DC, ME, BF, DH, KL & NT CH

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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The minutes of the Finance and General Purposes Committee Meeting held on Tuesday 19th June 2018
in Deal Town Hall Chamber starting at 7.15pm.

Present:

Clr D Cronk-Chairman
Clr Ben Bano
Clr N Tomaszewski

Clr M Eddy-Vice Chair
Clr D Harper

Clr T Bond
Clr M Burnham

Officers in attendance:

Responsible Finance Officer: Paul Bone
Event Manager: Joanne Harper

Others: 2 members of the public

1.	Chairman's opening remarks: The Chairman welcomed everyone to the meeting and advised of the fire evacuation procedures.	Actions
2.	Apologies for absence: Clr B Frost, Clr K Lee	
3.	Declarations of interest: The following declarations were made Clr M Burnham declared a VAOI for item 8. Request for Use of the Undercroft as she is a member Rotary Club of Deal. Clr N Tomaszewski declared a VAOI for item 7. Deal Town Fairtrade Network as he is the Deal Town Council representative for this organisation.	
4.	The minutes of the previous Finance & General Purposes Committee meeting held on 14th May 2018 for approval and signing: RESOLVED: To accept the minutes of the previous meeting held on 14 th May 2018 as a true and accurate record. (P)NT (S)MB All Agreed. The Chairman then duly signed the minutes.	
5.	Public Participation: A member of the public spoke in support of the Deal Town Fair Trade Network	
6.	Finance: (i) Income & Expenditure Figures to 30 th April 2018. RESOLVED: to note the report (P) ME (S)NT All Agreed. Clr T Bond asked when council would receive a full update on the Income & Expenditure figures. The RFO advised that this would be a quarterly report with the first quarter being reported next month. (ii) Full bank reconciliation to 30 th April 2018. RESOLVED: to note the report (P)ME (S)NT All Agreed (iii) Income & Expenditure figures to 31 st May 2018. RESOLVED: to note the report (P)ME (S)MB All Agreed (iv) Full bank reconciliation to 31 st May 2018. RESOLVED: to note the report (P)ME (S)MB All Agreed	
7.	Request for free use of the Town Hall: (i) NSPCC – Following discussion members RESOLVED: to offer a reduced hire rate of £80.00 to Mark Heller for a concert in aid of the NSPCC on Friday 7 th September. (P)NT (S)BB 6 for, 1 abstention. (ii) Deal Town Fair Trade Network: RESOLVED: to give Free Use to Deal Town Fair Trade Network for their event on Friday 28 th September (P)NT (S)ME All Agreed	Events Manager Events Manager
8.	Request for Use of the Undercroft: Following discussion members RESOLVED: to give the Rotary Club of Deal, free use of the Undercroft on Saturday 30 th June as they were already hiring a number of rooms in the Town Hall (P)DC (S)TB All greed	Events Manager
9.	Grants Update: Following discussion it was RESOVLED: to award Martha Trust a grant of £400 towards the purchase of promotional banners and fliers for the Music4Martha event. (P)BB (S)TB. 5 for, 2 against.	
	Date of next meeting: 17 th July 2018 The Chairman closed the meeting at 7.40pm.	

Budgets as agreed by

<u>Full Council</u> <u>28/11/17</u>	Budget 2018/19	Position 30/06/18		Budget 2018/19	Position 30/06/18		
Budgeted Income	£	£		Budgeted Expenditure	£	£	
Precept * <u>see note 4</u>	383,000	-	0%	<u>Salaries/Pensions - See Page 2</u>	227,103	51,468	23%
Bank Interest	100	68	68%	Grants & Donations	15,000	3,525	24%
Allotment Income	4,000	37	1%	Premises (running costs)	20,000	5,090	25%
Town Hall Hire	10,000	1,284	13%	Insurance	6,000	-	0%
Wed/Fri Market	6,000	1,223	20%	Mayoral Travel & subsistence	1,000	684	68%
Saturday Market	22,000	6,667	30%	Staff Travel & subsistence	1,000	8	1%
Braderie Income	3,700	2,080	56%	Cllr Travel & subsistence	500	-	0%
VIC Income	3,000	19	-1%	<u>General Admin- See Page 2</u>	12,813	4,689	37%
	<u>431,800</u>	<u>11,340</u>	3%	Cllr Training	1,000	120	12%
				Staff Training	2,000	-	0%
Supporting Income				<u>Mayor/Deputy/TS Expenses-See P2</u>	3,000	-	0%
Earmarked reserves	76,037	5,894		Hospitality	2,750	298	11%
20178/19 Provisions	16,052	10,782		Cllr. Allowances	4,800	1,200	25%
From/(to) reserves	25,196	-		Legal Advice	1,000	-	0%
	<u>117,285</u>	<u>16,676</u>		Election Costs	7,000	-	0%
				Publicity	2,000	-	0%
Total Budgeted Income	549,085	28,015		<u>IT & Office Equip't-See Page 2</u>	3,000	542	18%
				Contingency	10,000	-	0%
INCOME (Other)				Ellis Whittam Services	3,060	2,518	82%
VAT Refund		5,528		Sat Market Profit Share (18/19)	2,500	-	0%
Misc Income		205		Staff Uniform	400	55	14%
		<u>5,734</u>		Allotments	4,500	518	12%
				Braderie	2,300	1,310	57%
				SITA waste	5,000	1,432	29%
Note 1: Capital Fund				Public Conveniences	37,000	-	0%
B/F 2017/18		26,189		Town Signage	500	-	0%
Added 2018/19		-		Waste & Recycling	250	-	0%
Total		<u>26,189</u>		Deal in Bloom	10,000	450	5%
Less expenditure 2018/19		-		<u>Town Council Events-See Page 2</u>	4,250	-	0%
Balance		<u>26,189</u>		General Advertising	750	-	0%
				Markets	2,500	-	0%
Note 2: VIC - Excluding staff costs				Youth Budget	1,000	-	0%
Income				Flags	500	-	0%
VIC Sales		2353.53		Audit costs 2018/19	2,500	-	0%
ticket sales commission		98.14		General Maintenance	4,000	1,341	34%
		<u>2451.67</u>		Pat Testing	1,000	-	0%
Expenditure				Boiler service & maintenance	1,000	54	5%
Ticket purchases		2119.14		Artefacts	2,000	-	0%
Goods for re-sale		0.00		Town Hall furniture/equipment	1,000	-	0%
Running costs		351.12		Window Cleaning	1,530	360	24%
		<u>2470.26</u>		Deal Town Guide - reprint	1,000	-	0%
VIC Income		<u>-18.59</u>		MayorsParlour refurb	5,000	-	0%
				On-going Town Hall Repairs	10,000	180	2%
Note 3: Astor Theatre				T/H Undercft Cleaning	7,000	1,140	16%
Grant from DDC		0.00		Community Contributions	10,000	-	0%
Paid to Astor		0.00		Special Project Fund	10,000	-	0%
		<u>0.00</u>		Web site design	5,000	976	20%
Note 4: Precept					<u>455,506</u>	<u>77,957</u>	17%
DDC paid 50% of precept early at end of last financial year				<u>Earmarked Reserves - Page 2</u>	76,037	5,894	8%
Amount received 30/3/18	£	192,933		<u>Provisions - Page 2</u>	16,052	10,782	67%
Amount received this year	£	-			<u>547,595</u>	<u>94,633</u>	17%
Total received 2018/19	£	<u>192,933</u>					

Detailed Expenditure	Budget	Position	
	2018/19	30/06/18	
	£	£	
<u>Salaries/Pensions</u>			
Salaries		45,785	
Pension Costs		5,682	
	227,103	51,468	23%
<u>General Administration</u>			
General Administration		2,675	
Subscriptions		1,690	
Petty Cash		324	
Robes & Regalia		-	
	12,813	4,689	37%
<u>Mayor/Deputy/T-S Expenses</u>			
Mayor Agreed Expenses		-	
Deputy Mayor Agreed Expenses		-	
Mayoress Agreed Expenses		-	
Town Sergeant Agreed Expenses		-	
	3,000	0	0%
<u>IT & Office Equip't</u>			
Office Equipment		75	
IT Equipment/Support		369	
Internet Expenses		98	
	3,000	542	18%
<u>Town Council Events</u>			
Town Hall Promotions		-	
Heritage Day		-	
Xmas events		-	
End of term Mayoral event	150	-	
International Womens Day	250	-	
Charter Day		-	
Holocaust Memorial Day	250	-	
Royal Marines Heritage Trail	1,000	48	
	4,250	0	0%
<u>Earmarked Reserves</u>			
Capital Fund	26,189	-	
Coastal Communities	500	-	
Mayor's Parlour Refurbishment	12,250	-	
Artefacts	3,000	-	
Town Hall Repairs	23,618	-	
Town Signage	750	-	
Town Hall Chimney stack repair	3,630	3,630	
Town Hall Events	1,500	-	
Market signage	500	-	
Table cloths	200	-	
Hospitality 17/18 b/f	578	569	
Mayor's Allowance 17/18 b/f	832	832	
Cllr Email accounts	1,000	-	
Allotments	1,490	863	
Total Earmarked Reserves	76,037	5,894	8%
<u>2018/19 Provisions</u>			
Audit Provision 18/19	2,500	730	
Sat Market profit share 18/19	2,500	-	
Grants not yet claimed 17/18	2,000	1,000	
Public Conveniences 18/19	9,052	9,052	
Total Provisions	16,052	10,782	67%

DEAL TOWN COUNCIL

ATTACH 34

BANK RECONCILIATION as at 30th June 2018		
Balance b/fwd	1.4.18	1,775.79
Receipts reconciled		113,439.48
Payments reconciled	-	115,115.27
Statement Balance c/fwd		100.00
Per Bank Statement No	B/L	100.00
Difference	-	0.00

CASHBOOK as at 30th June 2018	
Balance b/fwd	1,775.79
CashBook receipts	113,439.48
CashBook payments	- 115,115.27
Cashbook Balance	100.00
Per Bank Statement	100.00

Audited Reconciliation at 31.3.18	
Balance 1.4.18	1,623.00
Unpresented cqs	
Bank transfer 3/4/18	457.00
As at 31st March 2018	
Cancelled Cq 8757	- 40.00
Unbanked Cash	
101242	609.79
	- 192.79
	1,815.79

Less Cheques unpresented	
	100.00
Plus Cash not banked	
	£ -
Cash Book Balance	100.00
Difference	0.00

PETTY CASH RECONCILIATION		
Balance b/fwd 1.4.18	11.64	
Expenses per schedule	-	
Cheques Cashed	323.67	
Balance c/fwd	335.31	
Cash in Tin	335.31	
Claim form total	£155.38	OVER
£ 20.00	£40.00	
£ 10.00	£110.00	
£ 5.00	£10.00	
£ 2.00	£2.00	
£ 1.00	£5.00	
£ 0.50	£4.00	
£ 0.20	£5.20	
£ 0.10	£2.20	
£ 0.05	£0.80	
£ 0.02	£0.20	
£ 0.01	£0.53	
30-Jun-18	£335.31	

DEAL TOWN COUNCIL

Balances as at 30/06/18

RESERVE ACCOUNT		£	
Opening Balance		£	576,534.29
Transfers from Current Account		£	14,938.89
Transfers from Treasury Account		£	-
Interest received		£	67.56
Transfers to Current Account		-£	94,061.69
Transfers to Treasury Account			
Closing Balance		<u>£</u>	<u>497,479.05</u>
Balance per statement	BL	<u>£</u>	<u>497,479.05</u>
Difference		<u>£</u>	<u>0.00</u>
Interest received			
	30/04/2018	£	24.85
	31/05/2018	£	22.42
	30/06/2018	£	20.29
	31/07/2018		
	31/08/2018		
	30/09/2018		
	31/10/2018		
	30/11/2018		
	30/12/2018		
	31/01/2019		
	28/02/2019		
	31/03/2019		
		<u>£</u>	<u>67.56</u>

TREASURY RESERVE DEPOSIT ACCOUNT		£	
Opening Balance		£	85,000.00
Transfers from Reserve Account		£	-
Deposit Date: 13/02/2018			
Interest received		£	-
Transfers to Reserve Account		£	-
Closing Balance		<u>£</u>	<u>85,000.00</u>
Balance per statement	BL	<u>£</u>	<u>85,000.00</u>
Difference		<u>£</u>	<u>-</u>
Interest			
Interest is applied at end of term			
Interest due = £527.00			
Interest received			
		<u>£</u>	<u>-</u>

DEAL TOWN COUNCIL		MAYOR OF DEAL CIVIC CHARITY																		
As at 30/6/18		Pay In		Chq		£		Charity		2017-18		Winter		Elizabeth		Race		Pie &		
Date	Narrative	No:	No:	No:	No:	£	£	Balance	Grants	warmer	event	Night	Cocktail							
B/F from 2017/18																				
03/04/2018	Charity Winter Warmer		Transfer			Y	£ 2,070.99			£ 500.00										
03/04/2018	Pie & Cocktail event		Card			Y	£ 2,570.99													
03/04/2018	Pie & Cocktail event Prizes					Y	£ 2,600.99													£ 30.00
03/04/2018	Pie & Cocktail event Meals					Y	£ 2,577.49													-£ 23.50
16/04/2018	Pie & Cocktail event tickets DC					Y	£ 2,527.99													-£ 49.50
16/04/2018	Charity Winter Warmer - Auction					Y	£ 2,557.99													£ 30.00
14/05/2018	Grant - Deal Visually Impaired Frient Club				161	Y	£ 1,907.99	-£ 700.00												
14/05/2018	Grant - RAF 2335 Cadets				162	Y	£ 1,207.99	-£ 700.00												
14/05/2018	Grant - Dementia UK				160	Y	£ 707.99	-£ 500.00												
14/05/2018	Grant - Deal-Dover National autistic society				163		£ 7.99	-£ 700.00												
						TOTALS		£ 7.99	-£ 2,600.00	£ 550.00	£ -	£ -	£ -	£ 13.00	-£ 2,063.00	£ -				
																		in	out	

Account balances for all accounts as of 02/07/2018 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.

Date	Last night's ledger	Ledger	Start of day ledger	Last night's cleared	Cleared	Start of day cleared
02/07/2018	497,479.05Cr	497,479.05Cr	497,479.05Cr	497,479.05Cr	497,479.05Cr	497,479.05Cr
02/07/2018	707.99Cr	707.99Cr	707.99Cr	707.99Cr	707.99Cr	707.99Cr
02/07/2018	100.00Cr	28.00Cr	28.00Cr	100.00Cr	28.00Cr	28.00Cr

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	02/07/2018	498,287.04Cr	498,215.04Cr	498,215.04Cr	498,287.04Cr	498,215.04Cr	498,215.04Cr
Balance subtotals by account currency							

DEAL TOWN COUNCIL
MEMORANDUM

ATTACHED (4)

To: Cllr D Cronk, Chairman of Deal Town Council's Finance & General Purposes Committee
Committee members
From: Paul Bone, Responsible Finance Officer
Date: 10 July 2018
Subject: Visitor Information Centre Update

Please find attached an update of the running costs for the VIC covering the past 3 years and the 1st quarter of this year.

The first column shows the 1st quarter of the current financial year,
The second column shows the year end projection to 31/3/2019 based on 4 times the 1st quarter,
The third column shows the year ending 31/3/2018,
The fourth column shows the year ending 31/3/2017 &
The fifth column shows the year ending 31/3/2016

Staff Costs

Staff covering the VIC desk also act as the Town Council reception during the Monday to Friday opening period. The staff costs have been apportioned to reflect the VIC duties only.

Ticket Sales Commission

The average commission on ticket sales has fallen to just below 5% for the 1st quarter this year.

Ticket Sales Decline

Ticket sales continue to decline. The drop in the 1st quarter this year is 17% down on the same period last year.

Sale on Merchandise

The sale of merchandise (all non-ticket sales) has fallen by nearly 70% in the first quarter of this year. During the first quarter of this year no stock has been purchased, if the stock was to be replaced the income after expenditure (excluding staff costs) would be nil.

Undercroft

Since the gates have been installed it has been possible to leave Tourist leaflets, Bus Timetables & Train Timetables in racks that are accessible throughout the day. Feedback from the public has been very favourable to this.

Recommendations

Members are asked to consider the viability of continuing to sell merchandise in the VIC

Members are asked to consider the viability of continuing to sell coach tickets in the VIC

Decisions required

Members to consider the above recommendations

Deal Town Council Visitor Information Centre - Running cost over past 3 years

	1st Quarter 2018/19	Projection 2018/19	Actual 2017/18	Actual 2016/17	Actual 2015/16
Income					
Tickets sales	£ 2,119.14	£ 8,476.56	£ 11,268.68	£ 15,846.43	£ 18,460.19
Other sales	£ 234.39	£ 937.56	£ 3,027.90	£ 3,029.26	£ 4,293.71
Total	£ 2,353.53	£ 9,414.12	£ 14,296.58	£ 18,875.69	£ 22,753.90
Expenditure					
Ticket purchases	£ 2,021.00	£ 8,084.00	£ 11,268.68	£ 14,500.58	£ 16,375.60
Terminal Charges	£ 156.12	£ 624.48	£ 516.10	£ 538.07	£ 1,008.82
Goods for re-sale	£ -	£ -	£ 1,256.73	£ 1,343.01	£ 1,159.97
Other purchases	£ -	£ -	£ 182.12	£ 105.59	£ 852.84
IT costs	£ -	£ -	£ -		
Postage		£ -	£ 56.00	£ 100.00	£ 56.98
Till Maintenance	£ 48.75	£ 195.00	£ 192.00	£ 180.00	£ 190.00
Total	£ 2,225.87	£ 8,903.48	£ 13,471.63	£ 16,767.25	£ 19,644.21
Income less expenditure	£ 127.66	£ 510.64	£ 824.95	£ 2,108.44	£ 3,109.69
Made up of:-					
Commission earned	£ 98.14	£ 392.56	£ 834.39	£ 1,345.85	£ 2,084.53
Other sales	£ 29.52	£ 118.08	-£ 9.44	£ 762.59	£ 1,025.16
Apportioned staff costs	£ 922.08	£ 3,688.30	£ 4,648.30	£ 7,465.36	£ 8,122.85
Loss after staff costs	-£ 794.42	-£ 3,177.66	-£ 3,823.35	-£ 5,356.92	-£ 5,013.16
Average sales commission on tickets sold					
	2018/19	2018/19	2017/18	2016/17	2015/16
	4.6%	4.6%	7.4%	8.5%	11.3%

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor D Cronk, Chairman of Finance & General Purposes committee,
Committee members
From: Paul Bone, R.F.O
Date: 10 July 2018
Subject: Undercroft Benches

The benches in the Undercroft have been now been taken out of service as they are in need of refurbishment.

To ensure that the benches are only used for seating, an option of adding two arm rests to each of the benches has been explored.

A quotation of £1,060 has been obtained for total refurbishment of the benches, adding two armrests to each and painting black & gold to match the new gates.

Recommendations

- To refurbish the benches, add two armrests to each and paint the benches black & gold to match the new gates.
- To agree a maximum budget of £1,060 for the refurbishment of the benches from the Town Hall refurbishment budget.
- To Delegate authority to the R.F.O. in liaison with the Town Clerk and Chair of F&GP to choose the most suitable quotation/contractor subject to a minimum of 3 quotations being obtained.

Decisions required

Members to consider the above recommendations

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor D Cronk, Chairman of Finance & General Purposes committee, Committee members
From: Paul Bone, R.F.O
Date: 10 July 2018
Subject: IT Support

Deal Town Council has used the same Deal based IT Support Company for in excess of 10 years. The support offered is on an 'as and when required' basis. No retainer or fixed monthly/annual fee applies.

Day to day basic IT support is provided by the R.F.O. with more complex issues being passed the support company

For some time the Officers have been concerned about a number of issues surrounding the supply of IT support to the Council:-

- There is no current agreement in place between the supplier and the Council.
- The supplier has only one person who can deal with DTC IT support – This person is often not available due to other work commitments and holidays
- Although the R.F.O. provides basic day to day IT support this is not available when the R.F.O. is on leave.
- The supplier cannot offer a fixed response time
- DTC are about to double the number of IT users with the introduction of the Cllr Email & Tablet support.

As an alternative, the Officers have visited and/or interviewed a number of local companies able to offer a more professional support package to the Council. (Please see pink papers in your pack)

Company A. (Canterbury based) 15 Technical engineers - £2,400 per year

Company B. (Canterbury based) - 30 Technical engineers - Standard package - £3,960 per year

Company C. (London based) Many van based engineers spread across the south east £2,940 per year

Note: Of the above companies only Company B currently supports any Town Councils. One of their customers, Folkestone Town Council, advise that they are very happy with the service they provide and are very happy to recommend them to DTC.

Recommendation

Members are asked to consider using Company B to provide DTC with professional IT support.

Decision Required

Members to consider the above recommendation.

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor D Cronk, Chairman of Finance & General Purposes committee,
Committee members
From: Paul Bone, R.F.O
Date: 10 July 2018
Subject: Utility suppliers

The Gas and Electricity supply contracts are both coming to the end of their 3 year term with the current supplier, SSE.

The contracts end on September 30th and notice to terminate needs to be submitted by the end of August to avoid rolling over into a new period at a non-negotiated rate.

The R.F.O. is currently obtaining quotations from alternative suppliers for consideration.

To obtain fixed prices for the end of August, the decision will need to be made during August.

Recommendation

As there is no Finance & General Purposes Committee meeting in August members are asked to consider delegating the decision on the choice of the supplier and length of contract for both the Gas and Electricity supplies at the Town Hall to the R.F.O in liaison with the Town Clerk and Chair of Finance & General Purposes Committee.

Decisions Required

Members to consider delegating the decision on the choice of the supplier and length of contract for both the Gas and Electricity supplies at the Town Hall to the R.F.O in liaison with the Town Clerk and Chair of Finance & General Purposes Committee.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr David Cronk, Chairman of the Finance and General Purposes Committee
Committee members
From: Mrs Lorna Crow, Town Clerk
Date: 9 July 2018
Subject: Town Clerk's Report

I have made the following decisions on behalf of the council under delegated powers due to their urgency for a quick decision or on health and safety grounds;

Allotments: Following a site visit by me and the R.F.O it became apparent that unfortunately two of the allotment sites, Park Avenue and Mill Road required urgent clearing and cutting back of vegetation to make them safe for the allotment holders to access their plots.

It was previously hoped that the Council's current contractor would be able to undertake this work however; due to time restrictions and safety concerns it was necessary to get another temporary contractor in to do the work, three quotes were obtained. This was all done within the agreed council allotment budget of £1,490 carried forward from last year. The Chairman of Finance & General Purposes committee was kept informed and agreed with my decision.

I am pleased to advise that new contractor did the work required in a very professional and timely manner and I have received comments from the allotment holders thanking the council for their swift action.

There was also an incident at the Golf Road Allotments with a leaking pipe under the ground that was flooding on an area of approximately 500 square feet of the site. Using a DDC approved contractor, this was repaired at a cost of £243.00, and the Chairman of Finance & General Purposes committee was kept informed and agreed with my decision.

Flag Pole: All councillors were advised by email that the flag pole on the Town Hall needed urgent repair. In liaison with the Health and Safety Officer, the Town Council's preferred contractor, Grays, have been requested to undertake this work at a cost of £150 plus vat the Chairman of Finance & General Purposes committee has been kept informed of my decision and agreed with my decision.

Town Hall Booking: Due to the cooker malfunctioning during a private event held in the Town Hall at the end of last month, I have agreed in liaison with the Chairman of the Council and the Chairman of the Finance and General Purpose's committee a reduction of 40% in the hire charge for this booking.

Decision required: Members to agree to note the report

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor D Cronk, Chairman of Finance & General Purposes committee,
Committee members
From: Paul Bone, R.F.O
Date: 10 July 2018
Subject: Allotment contractor

As mentioned in the Town Clerk's report (previous agenda item) the allotments were in a poor state needing immediate action. Having obtained 3 quotations the Town Clerk, under delegated powers, chose the most suitable contractor to carry out those works.

The name of the contractor was 'Clean Cut Gardening Services'

The allotments Officer has reported that this contractor has proven to be both effective and reliable and that it would be beneficial if the contractor could be used on a regular basis.

Within the quotation for the remedial works above, the contractor was also asked to quote for regular planned maintenance of all three allotment sites. A quotation of £390 per visit for a team consisting of a minimum of two workers working all day was received:- *To maintain all three sites twice a month which includes strimming and keeping all paths and unused areas clear of vegetation and tidy. To prepare abandoned plots for new tenants. This includes all waste taken away.*

Recommendations

To add Clean Cut Gardening Services to the DTC approved contractors list

To award a contract to 'Clean Cut Gardening Services' for two visits per month in August 2018, September 2018, October 2019 and March 2019 at £390 per visit. This would be paid from the agreed allotment budget for 2018-19

Decision Required

Members to consider the above recommendations

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor D Cronk, Chairman of Finance & General Purposes committee,
Committee members
From: Paul Bone, R.F.O
Date: 10 July 2018
Subject: Grants Update

Please find below an update on the Annual Grants, Special Project Fund and Community Contribution Fund. (Please also see attached sheets)

Information to note: -

2018-19 Round 1 Small Grants (up-to £500)

A total of £3,309.80 was awarded in this round. To-date £1,925 has been claimed.

Round 1 Large Grants (£501 to £1,000)

A total of £6,720 was awarded in this round; this was reduced by £600 to £6,120 with the offer of one grant being withdrawn by Full Council in favour of a 2 year community contribution award. To-date £3,600 has been claimed.

Round 2 Grants (F&GP November 2018)

The Total amount being carried forward to Round 2 is £5,570.20 of this the maximum amount that can be paid as Large Grants is £1,380

Community Contributions 2018-20

A total of £9,873 was awarded by Full Council in June 2018. £6,873 has been paid and the unpaid commitment of £3,000 for 2019-20 will be held over as an earmarked reserve to next year.

The agreed budget was £10,000. The balance of £127 will be Vired to the Special Projects Fund as agreed by Full Council on 26th June 2018.

Special Projects Fund 2018-19

A total of £2,300 was awarded by Full Council in June 2018. £2,300 has been paid. The agreed budget was £10,000. The balance of £7,700 plus the £127 Vired from the Special Projects Fund will be allocated to a second round of Special Projects Fund applications later this year.

Requests for Financial Support (2018 - 2019) ROUND 1

Ref	Narrative	Amount Requested	Total Grants		From Grant		Total Grant	Grants Paid	Notes	Paid by BACS	Cheque cashed
			Committed	Budget	Committed	Budget					
<u>SMALL GRANTS</u>											
1	Deal Vlissingen Fencing Club	£500.00	£350.00	£350.00	£350.00	£350.00	£350.00				
2	Royal Marines Association	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00			BACS 91	
3	Men of Kent & Kentish Men	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00				
4	Deal & Walmer Allotment Holders Associa	£390.00	£0.00	£0.00	£0.00	£0.00	£0.00		Move to Special Projects		
5	Martha Trust	£495.00	£400.00	£400.00	£400.00	£400.00	£400.00				
6	Friends of St Leonard's Church	£334.80	£334.80	£334.80	£334.80	£334.80	£334.80				
7	Deal Good Neighbour Week	£425.00	£425.00	£425.00	£425.00	£425.00	£425.00			BACS 89	
15	The Guild Players	£750.00	£500.00	£500.00	£500.00	£500.00	£500.00		Moved from Large grants	BACS	
17	St George's Church	£1,000.00	£500.00	£500.00	£500.00	£500.00	£500.00		Moved from Large grants	BACS	
Total Small		£4,694.80	£3,309.80	£3,309.80	£3,309.80	£3,309.80	£1,925.00				

LARGE GRANTS

8	Deal Music and Arts Ltd	£1,000.00	£600.00	£600.00	£600.00	£800.00	£800.00		Offer withdrawn by Full Council in favour of Community Contribution		
9	Betteshanger 5KM Parkrun	£1,000.00	Withdrawn by applicant								
10	Kent Miners Festival	£800.00	£800.00	£800.00	£800.00	£800.00	£800.00			BACS 91	
11	Deal Community Carnival Association	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00			BACS	
12	Deal & Betteshanger Rugby Club	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00			BACS 91	
13	Deal, Walmer & Kingsdown Amateur Row	£1,000.00	£800.00	£800.00	£800.00	£800.00	£800.00			BACS 91	
14	The Official History Project CIC	£720.00	£720.00	£720.00	£720.00	£720.00	£720.00			BACS 91	
15	The Guild Players	£750.00	Moved to Small grants						Moved to Small grants		
16	Deal Maritime and Local History Museum	£1,000.00	£800.00	£800.00	£800.00	£800.00	£800.00				
17	St George's Church	£1,000.00	Moved to Small grants						Moved to Small grants		
18	Deal Film Festival	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00				
Total Large		£10,270.00	£6,720.00	£6,120.00	£6,120.00	£6,120.00	£3,600.00				
Round 1 Total		£14,964.80	£10,029.80	£9,429.80	£9,429.80	£9,429.80	£5,525.00				

Requests for Financial Support (2018- 2019) SPECIAL PROJECTS

<u>Ref Narrative</u>	<u>Amount Requested</u>	<u>Total Grants Committed</u>	<u>From Special Projects Fund</u>	<u>Grants Paid</u>	<u>Monitoring Form Returned</u>	<u>Cheque cashed/ Bacs Sent</u>
1 Deal & Walmer Allotment Holders Association	£ 390.00	£500.00	£500.00	£500.00	Y	Y
2 Walmer Cricket Club	£1,800.00	£1,800.00	£1,800.00	£1,800.00	Y	Y
	<u>£ 2,190.00</u>	<u>£ 2,300.00</u>	<u>£ 2,300.00</u>	<u>£ 2,300.00</u>		

Requests for Financial Support (2018- 2020) COMMUNITY CONTRIBUTIONS

<u>Ref Narrative</u>	<u>Amount Requested</u>	<u>Total Grants Committed</u>	<u>From Community Contributions</u>	<u>Grants Paid 18-19</u>	<u>Committed for 19-20</u>	<u>Grants Paid 19-20</u>	<u>Monitoring Form Returned</u>	<u>Cheque cashed/ Bacs Sent</u>
1 2235 (Deal) Squadron ATC	£ 1,873.00	£ 1,873.00	£ 1,873.00	£ 1,873.00	£ -	£ -	Y	Y
2 Leaps & Bounds	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00			Y	Y
3 Deal Music & Arts	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 1,000.00	£ 1,000.00		Y	Y
4 Deal & Walmer Chamber of Trade	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 1,000.00	£ 1,000.00		Y	Y
5 Deal Arts Management CiC (Astor)	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 1,000.00	£ 1,000.00		Y	Y
	<u>£ 9,873.00</u>	<u>£ 9,873.00</u>	<u>£ 9,873.00</u>	<u>£ 6,873.00</u>	<u>£ 3,000.00</u>	<u>£ 0.00</u>		