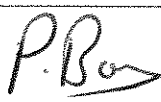


Deal Town Council
 Town Hall, High Street, Deal, Kent. CT14 6TR. Telephone: 01304 361999
 E-mail: deal.town.council@deal.gov.uk

You are summoned to attend the next meeting of the Finance & General
 Purposes Committee to be held on Tuesday 20th November 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 23rd October 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 31 st October 2018 – Information to note (ii) Full Bank reconciliation to 31 st October 2018 – Information to note	Attach. 3(a) Attach. 3(b)
7.	Grants 2018-2019 Round 2 - Decision required	Attach. 4
8.	Deal Pier - Boxing Day and New Year's Day Opening - Decision required	Attach. 5
	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.	
9.	Draft Budget 2019-20 - Decisions required	Attach. 6
	Date of next meeting – 22nd January 2019	
	 Paul Bone Responsible Finance Officer 13th November 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, CH, DH, KL, SP & NT

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.

Deal Town Council

Town Hall, High Street,

Deal, Kent. CT14 6TR.

Tel: 01304 361999

E-mail: deal.town.council@deal.gov.uk

ATTACH (2)

**The minutes of the Finance and General Purposes Committee meeting
held on Tuesday 23rd October 2018 in Deal Town Hall chamber starting at 7.15pm**

Present:

Cllr D Cronk – Chairman

Cllr M Eddy – Vice Chairman

Cllr N Tomaszewski

Cllr B Frost

Cllr D Harper

Cllr K Lee

Cllr T Bond

Cllr M Burnham

Cllr C Hartley

Officers:

Paul Bone - Responsible Finance Officer/Deputy Town Clerk

Una Finch - Mayor's Secretary

Others: No members of the public

		Actions
1.	Chairman's opening remarks: The Chairman welcomed everyone to the meeting, advised of the fire evacuation instructions and asked for mobiles to be turned off.	
2.	Apologies for absence: Cllr B Bano.	
3.	Declarations of interest: Cllr T Bond declared a VAOI for item 7 as he works in the Tourism Industry.	
4.	Minutes of the previous Finance and General Purposes meeting held on 18th September 2018: Members RESOLVED: To confirm the minutes of the previous meeting held on the 18 th September 2018 as a true and accurate record. (P) ME (S) NT All agreed. The Chairman then duly signed the minutes.	Chairman
5.	Public Participation: No members of the public attended.	
6.	Finance: (i) The RFO answered questions on the VIC Income. Members RESOLVED: to note the Income & Expenditure figures to 30 th September 2018 (P) ME (S) NT All agreed. (ii) Members RESOLVED: to note the Full Bank reconciliation to 30 th September 2018 (P) NT (S) ME All agreed.	
7.	Cambridge Economic Impact Research 2018: Following discussions Members RESOLVED: not to sign up for the Town level reports from the Cambridge Economic Impact Research Report for 2018. (P) TB (S) NT 7 for 1 against 1 abstention motion carried.	RFO
8.	External Auditor's Report: Members RESOLVED: to note the report and pay the External Auditor's invoice of £1,000 plus VAT (P) ME (S) TB All agreed.	RFO
9.	Cycle Friendly Deal: Members RESOLVED: to note the report (P) ME (S) NT All agreed.	
	The Chairman closed the meeting at 7.35pm.	
	Date of next meeting – 20th November 2018	

Budgets as agreed byFull Council28/11/17

Budget	Position
2018/19	31/10/18

Budget	Position
2018/19	31/10/18

Budgeted Income			Budgeted Expenditure				
	£	£		£	£		
Precept * see note 4	383,000	192,933	50%	<u>Salaries/Pensions - See Page 2</u>	227,103	119,654	53%
Bank Interest	100	222	222%	Grants & Donations	15,000	8,930	60%
Allotment Income	4,000	3,654	91%	Premises (running costs)	20,000	10,821	54%
Town Hall Hire	10,000	7,802	78%	Insurance	6,000	740	12%
Wed/Fri Market	6,000	3,213	54%	Mayoral Travel & subsistence	1,000	1,119	112%
Saturday Market	22,000	15,727	71%	Staff Travel & subsistence	1,000	155	15%
Braderie Income	3,700	4,440	120%	Cllr Travel & subsistence	500	-	0%
VIC Income	3,000	1,116	37%	<u>General Admin- See Page 2</u>	12,813	8,905	69%
	<u>431,800</u>	<u>229,105</u>	53%	Cllr Training	1,000	180	18%
				Staff Training	2,000	-	0%
Supporting Income				<u>Mayor/Deputy/TS Expenses-See P2</u>	3,000	-	0%
Earmarked reserves	76,037	9,849		Hospitality	2,750	904	33%
20178/19 Provisions	16,052	12,782		Cllr. Allowances	4,800	1,250	26%
From/(to) reserves	27,666	-		Legal Advice	1,000	-	0%
	<u>119,755</u>	<u>22,631</u>		Election Costs	7,000	-	0%
				Publicity	2,000	75	4%
Total Budgeted Income	<u>551,555</u>	<u>251,737</u>		<u>IT & Office Equip't-See Page 2</u>	6,960	1,832	26%
				Contingency	10,000	3,601	36%
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		180		Staff Uniform	400	200	50%
		<u>5,709</u>		Allotments	4,500	4,197	93%
				Braderie	2,300	2,246	98%
Note 1: Capital Fund				SITA waste	5,000	2,868	57%
B/F 2017/18		26,189		Public Conveniences	37,000	18,500	50%
Added 2018/19		-		Town Signage	500	-	0%
Total		<u>26,189</u>		Waste & Recycling	250	45	18%
Less expenditure 2018/19		-		Deal in Bloom	10,000	6,444	64%
Balance		<u>26,189</u>		<u>Town Council Events-See Page 2</u>	4,250	-	0%
Note 2: VIC - Excluding staff costs				General Advertising	750	-	0%
Income				Markets	2,500	20	1%
VIC Sales	6191.76			Youth Budget	1,000	-	0%
ticket sales commission	330.21			Flags	500	-	0%
	<u>6521.97</u>			Audit costs 2018/19	2,500	-	0%
Expenditure				General Maintenance	4,000	2,794	70%
Ticket purchases	4827.85			Pat Testing	1,000	-	0%
Goods for re-sale	90.15			Boiler service & maintenance	1,000	54	5%
Running costs	488.20			Artefacts	2,000	-	0%
	<u>5406.20</u>			Town Hall furniture/equipment	1,000	-	0%
VIC Income	<u>1115.77</u>			Window Cleaning	1,530	1,045	68%
				Deal Town Guide - reprint	1,000	-	0%
Note 3: Astor Theatre				Mayors Parlour refurb	5,000	-	0%
Grant from DDC	5000.00			On-going Town Hall Repairs	10,000	180	2%
Paid to Astor	5000.00			T/H Undercft Cleaning	7,000	1,140	16%
	<u>0.00</u>			Community Contributions	10,000	6,873	69%
Note 4: Precept				Special Project Fund	10,000	2,300	23%
DDC paid 50% of precept early at end of last financial year				Web site design	5,000	976	20%
Amount received 30/3/18	£	192,933			<u>459,466</u>	<u>210,564</u>	46%
Amount received this year	£	192,933		<u>Earmarked Reserves - Page 2</u>	76,037	9,849	13%
Total received 2018/19	£	<u>385,866</u>		<u>Provisions - Page 2</u>	16,052	12,782	80%
					<u>551,555</u>	<u>233,195</u>	42%

Detailed Expenditure	Budget	Position	
	2018/19	31/10/18	
	£	£	
<u>Salaries/Pensions</u>			
Salaries		105,940	
Pension Costs		13,714	
	227,103	119,654	53%
<u>General Administration</u>			
General Administration		6,675	
Subscriptions		1,690	
Petty Cash		525	
Robes & Regalia		15	
	12,813	8,905	69%
<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 (inc. £3960 from General Reserve F&GP 17/7/18)</u>			
Office Equipment		150	
IT Equipment/Support		1,454	
Internet Expenses		228	
	6,960	1,832	26%
<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/Refurbishment	23,618	2,322	
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	575	
Mayor's Allowance 17/18 b/f	832	832	
Cllr Email accounts	1,000	1,000	
Allotments	1,490	1,490	
Total Earmarked Reserves	76,037	9,849	13%
<u>2018/19 Provisions</u>			
Audit Provision 18/19	2,500	1,730	
Sat Market profit share 18/19	2,500	-	
Grants not yet claimed 17/18	2,000	2,000	
Public Conveniences 18/19	9,052	9,052	
Total Provisions	16,052	12,782	80%

DEAL TOWN COUNCIL

Balances as at 31/10/18

ATTACH 36

RESERVE ACCOUNT		£	
Opening Balance		£	576,534.29
Transfers from Current Account		£	218,621.80
Transfers from Treasury Account		£	-
Interest received		£	222.18
Transfers to Current Account		-£	234,339.68
Transfers to Treasury Account			
Closing Balance		<u>£</u>	<u>561,038.59</u>
Balance per statement	BL	<u>£</u>	<u>561,038.59</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	£	20.93
	31/08/2018	£	19.17
	30/09/2018	£	16.44
	31/10/2018	£	98.08
	30/11/2018		
	30/12/2018		
	31/01/2019		
	28/02/2019		
	31/03/2019		
		<u>£</u>	<u>222.18</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>

Account balances for all accounts as of 01/11/2018 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
01/11/2018	561,038.59Cr	561,038.59Cr	561,038.59Cr	561,038.59Cr	561,038.59Cr	561,038.59Cr
01/11/2018	1,071.31Cr	1,071.31Cr	1,071.31Cr	970.31Cr	970.31Cr	970.31Cr
01/11/2018	718.00Cr	718.00Cr	718.00Cr	100.00Cr	100.00Cr	100.00Cr

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	01/11/2018	562,827.90Cr	562,827.90Cr	562,827.90Cr	562,108.90Cr	562,108.90Cr	562,108.90Cr
Balance subtotals by account currency							

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr D Cronk, Chairman of Deal Town Council's Finance & General Purposes Committee
From: Mr P Bone, Responsible Finance Officer
Date: 12 November 2018
Subject: Annual Grant Applications 2018-19 – Round 2

A total of 9 applications have been received for Round 2 Annual Grant funding from Deal Town Council.

All applications have been checked and validated to the latest grants policy as agreed by Deal Town Council. Where additional information has been requested, a copy of the questions and response has been included in your pink papers.

4 small grant applications have been received. One of these has been marked as 'invalid' as the organisation applying has already received a grant of £1,000 in round 1 this year.

3 small grant applications have been validated totalling = £1,350

5 large grant applications have been received and validated totalling = £4,650

Total Annual grants applications received and validated = £6,000

The Grants Policy 2018 states under 'Special Conditions item 2' - *The total Annual Grants fund available is £15,000. A minimum of 50% of the Annual Grant fund will be awarded as Small Grants.*

An amount of £6,120 was paid out in Round 1. This means that the MAXIMUM amount that can be paid as large grants in Round 2 is £1,380

A copy of Grants Policy relating to annual grants is attached.

A brief summary of each application is shown below.

Decisions required: Members are asked to consider the applications attached in your pink papers for approval and level of funding.

Cont. over

SMALL GRANT APPLICATIONS

1. **Mongeham over 50's Club:** To Cover the cost of vehicle tax & insurance that would assist with the overall costs associated with providing days out for older people from Deal. **Amount requested: £350.00**
2. **Heartstart:** To help cover the cost of providing a Public Access Defibrillator at Walmer Castle including 1 year's aftercare. **Amount requested: £500.00**
3. **Deal Community Carnival Association: – Application invalid as applicant was successful in round 1**
4. **12th Deal Scout Troop:** To contribute to the fundraising activities of two Scouts to attend the World Scout Jamboree in Virginia USA July 2019. **Amount requested: £500.00**

LARGE GRANT APPLICATIONS

5. **Deal – St Omer Twinning Society:** To assist with the costs associated with the biennial visit from St Omer. **Amount requested: £1,000.00**

Note: Clause 2.1 of the Societies constitution states: To be responsible for and to promote all twinning activities between Deal and St Omer. This responsibility having been originally delegated to the Society by the Borough of Deal on the reorganisation of Local Government in 1974 when Dover District Council was formed, and confirmed by Deal Town Council on its formation in 1996.

6. **Deal and Walmer Community Association (DWCA):** To assist with the costs associated with improving the décor, lighting and heating control in the lobby and stairwell in the Landmark Centre. **Amount requested: £1,000.00**
7. **Hi Kent:** To help fund the free Hearing Aid Support clinic in the Centre for the retired 3 Park Street on the 1st and 3rd Wednesday of each month. **Amount requested: £900.00**
8. **Betteshanger Welfare Youth Football Club:** To assist with the costs associated with the club attending an international football festival to celebrate the 50year anniversary of the twinning of Detmold and St Omer held over 3 days in May 2019. **Amount requested: £750.00**
9. **The Deal Society:** To assist with the costs associated with organising and promoting Heritage open Days in 2019, a Blue Plaque and Heritage leaflets. **Amount requested: £1,000.00**

DEAL TOWN COUNCIL
MEMORANDUM

ATTACH (5)

To: Cllr D Cronk, Chairman of Deal Town Council's Finance & General Purposes Committee
From: Paul Bone, Responsible Finance Officer
Date: 14 November 2018
Subject: Deal Pier - Boxing Day and New Year's Day Opening

Please see request from Martin Leggatt at DDC below:-

I know that in previous years Deal Town Council have been generous in giving financial support to DDC so that the pier can be opened on both Boxing Day and New Year's Day.

I am aware of the concerns raised last year regarding the previous arrangements and I hope you will agree that I have been fair to your Council by proposing the following arrangement for this Christmas/New Year:

- The net income, once the income from fishing has been taken discounted, will be compared with the direct operational costs (pier staff salaries for the two days). Only in the circumstance where the cost is greater than the income will DDC approach DTC to seek a contribution.*
- In such circumstance DDC will seek a contribution from DTC, equivalent to 50% of the net cost.*
- I further propose that we review these arrangements next year, I don't want to be in a position where the resource expended on processing the contribution outweighs the contribution itself.*

I am hoping that your Council will find this arrangement equitable and I will take the liberty of arranging staff to cover the opening on Boxing Day and New Year's Day on the assumption that Deal Town Council accept the above proposals.

Further information

In 2017 DTC agreed to pay for Boxing Day only at a cost of £146.40

In 2016 DTC agreed to pay for both days at a cost of £390.40

Decisions Required

- Members to consider request for funding Deal Pier to be opened on Boxing Day and New Year's Day

ATTACH (6)

**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: 14 November 2018
Subject: Draft Budget 2019/2020

Please find a copy of the draft budget 2019/20 in your 'Pink Papers'

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 2019/20

