


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 19th March 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 19th February 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 28 th February 2019 – Information to note (ii) Full Bank reconciliation to 28 th February 2019 – Information to note	Attach. 3(a) Attach. 3(b)
7.	Recommendation from the Transport and Infrastructure Committee – Decision required	Attach. 4
8.	Allotments - Decisions required	Attach. 5
9.	Town Hall Wedding Licence - Decision required	Attach. 6
10.	Travel Budget - Decision required	Attach. 7
	Date of next meeting – 16th April 2019	
	 Paul Bone Responsible Finance Officer 13th March 2019	
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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.

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**The minutes of the Finance and General Purposes Committee meeting
 held on Tuesday 19th February 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 D Harper | Cllr S Parker |
| Cllr N Tomaszewski | |

Officers:

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

Others: 0 member 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.	Actions
2.	Apologies for absence: Cllr C Hartley, Cllr M Burnham and Cllr B Frost Absent: Cllr B Bano	
3.	Declarations of interest: Cllr M Eddy declared a VAOI for item 8 as he uses one of the contractors for his own garden.	
4.	Minutes of the previous Finance and General Purposes meeting held on 22nd January 2019: Members RESOLVED: To confirm the minutes of the previous meeting held on the 22 nd January 2019 as a true and accurate record. (P) ME (S) TB All agreed. The Chairman then duly signed the minutes.	Chairman
5.	Public Participation: No members of the public present.	
6.	Finance: (i) Members RESOLVED: to note the Income & Expenditure figures to 31 st January 2019 (P) NT (S) ME All agreed. (ii) Members RESOLVED: to note the Full Bank reconciliation to 31 st January 2019 (P) NT (S) ME All agreed.	
7.	Friday Market: Members RESOLVED: that the trial ends and the current traders continue running their own table top sale on Fridays in the Undercroft and the Undercroft rules are amended accordingly. (P) TB (S) ME All agreed.	Event Manager
8.	Allotments: 1) Members RESOLVED: to accept the quotation for £750 from the existing allotment contractor to deal with the Park Avenue compost heap and that this expenditure is charged to the contingency budget. (P) TB (S) KL Agreed. 2) Members RESOLVED: that the request for additional contractor visits is deferred to a future meeting when the choice of contractor for 2019/2020 is considered. (P) TB (S) SP Agreed.	Allotment Officer/ R.F.O. R.F.O.
9.	VIC update: Members RESOLVED: to note the report on the VIC. (P) NT (S) SP All agreed.	
10.	Annual Planting: Members RESOLVED: to move the item to private session. (P) TB (S) NT All agreed.	

11.	Treasury Reserve Deposit: Members RESOLVED: to leave the Nat West Treasury Deposit of £85,000 in place for another 12 month period starting 20 th February. (P) ME (S) KL All agreed.	R.F.O.
12.	Request for use of the Town Hall: Members RESOLVED: to charge the Deal Festival £49 to hire the Town Hall for 1 hour on 3 rd April. (P) TB (S) KL All agreed.	Events Manager
13.	Correspondence received: Members RESOLVED: to note the correspondence received from Deal-St Omer Twinning Society and Deal With It (P) ME (S) NT All agreed.	
13a	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: Resolution to exclude the public at 7.40pm (P) DC (S) NT All agreed. Members of the public left the room.	
14	Annual Planting: (Item 10 on agenda) Following discussion Members RESOLVED: 1) That the colour scheme for Deal Planters & Hanging baskets should follow DDC's proposed colour scheme and be predominately Red, White & Blue. 2) To have both summer & winter planting 3) To accept the quotations from Simon Chapman and use Simon Chapman as the contractor for both summer & winter planting 4) That any money left in this year's Deal In Bloom budget to be carried forward as an 'earmarked reserve' to assist with the cost of the winter planting 2019-2020. (P) DC (S) ME All agreed The Chairman closed the meeting at 7.45pm	R.F.O. R.F.O. R.F.O. R.F.O.
	Date of next meeting – 19th March 2019	

Full Council
28/11/17

Budget
2018/19

Position
28/02/19

Budget
2018/19

Position
28/02/19

Budgeted Income			Budgeted Expenditure				
	£	£		£	£		
Precept * see note 4	383,000	385,866	101%	Salaries/Pensions - See Page 2	227,103	193,487	85%
Bank Interest	100	1,075	1075%	Grants & Donations	15,000	12,810	85%
Allotment Income	4,000	4,737	118%	Premises (running costs)	20,000	17,033	85%
Town Hall Hire	10,000	11,090	111%	Insurance	6,000	5,776	96%
Wed/Fri Market	6,000	4,261	71%	Mayoral Travel & subsistence	1,000	1,402	140%
				* see note 5 - This budget is overspent - see over for more detail			
Saturday Market	22,000	21,042	96%	Staff Travel & subsistence	1,000	426	43%
Braderie Income	3,700	4,440	120%	Cllr Travel & subsistence	500	-	0%
VIC Income	3,000	548	18%	<u>General Admin- See Page 2</u>	12,813	11,784	92%
	<u>431,800</u>	<u>433,060</u>	100%	Cllr Training	1,000	570	57%
				Staff Training	2,000	180	9%
Supporting Income				<u>Mayor/Deputy/TS Expenses-See P2</u>	3,000	129	4%
Earmarked reserves	76,037	24,453		Hospitality	2,750	1,481	54%
20178/19 Provisions	16,052	12,782		Cllr. Allowances	4,800	2,600	54%
From/(to) reserves	27,666	5		Legal Advice	1,000	-	0%
	<u>119,755</u>	<u>37,240</u>		Election Costs	7,000	-	0%
				Publicity	2,000	150	8%
Total Budgeted Income	<u>551,555</u>	<u>470,300</u>		<u>IT & Office Equip't-See Page 2</u>	6,960	6,479	93%
				Contingency	10,000	5,122	51%
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		85		Staff Uniform	400	249	62%
		<u>5,614</u>		Allotments	4,500	4,395	98%
				Braderie	2,300	2,282	99%
Note 1: Capital Fund				SITA waste	5,000	4,948	99%
B/F 2017/18		26,189		Public Conveniences	37,000	27,750	75%
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	8,009	80%
Balance		<u>26,189</u>		<u>Town Council Events-See Page 2</u>	4,250	740	17%
Note 2: VIC - Excluding staff costs				General Advertising	750	-	0%
Income				Markets	2,500	39	2%
VIC Sales	7766.25			Youth Budget	1,000	-	0%
ticket sales commission	466.28			Flags	500	-	0%
	<u>8232.53</u>			Audit costs 2018/19	2,500	-	0%
Expenditure				General Maintenance	4,000	3,067	77%
Ticket purchases	6968.45			Pat Testing	1,000	-	0%
Goods for re-sale	90.15			Boiler service & maintenance	1,000	54	5%
Running costs	625.65			Artefacts	2,000	-	0%
	<u>7684.25</u>			Town Hall furniture/equipment	1,000	-	0%
VIC Income	548.28			Window Cleaning	1,530	1,405	92%
				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 Undercroft 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>326,399</u>	71%
Amount received this year	£	192,933		<u>Earmarked Reserves - Page 2</u>	76,037	24,453	32%
Total received 2018/19	£	385,866		<u>Provisions - Page 2</u>	16,052	12,782	80%
					<u>551,555</u>	<u>363,634</u>	66%

Detailed Expenditure	Budget 2018/19	Position 28/02/19	Position 28/02/19
	£	£	£
<u>Salaries/Pensions</u>			
Salaries		171,072	
Pension Costs		22,415	
	227,103	193,487	85%
<u>General Administration</u>			
General Administration		9,319	
Subscriptions		2,066	
Petty Cash		379	
Robes & Regalia		20	
	12,813	11,784	92%
<u>Mayor/Deputy/T-S Expenses</u>			
Mayor Agreed Expenses		60	
Deputy Mayor Agreed Expenses		69	
Mayoress Agreed Expenses		-	
Town Sergeant Agreed Expenses		-	
	3,000	129	4%
<u>IT & Office Equip't (inc. £3960 from General Reserve F&GP 17/7/18)</u>			
Office Equipment		743	
IT Equipment/Support		5,371	
Internet Expenses		365	
	6,960	6,479	93%
<u>Town Council Events</u>			
Town Hall Promotions		56	
Heritage Day		30	
Xmas events		-	
End of term Mayoral event	150	-	
International Women's Day	250	-	
Charter Day		559	
Holocaust Memorial Day	250	47	
Royal Marines Heritage Trail	1,000	48	
	4,250	740	17%
<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	16,873	
Town Signage	750	-	
Town Hall Chimney stack repair	3,630	3,510	
Town Hall Events	1,500	83	
Market signage	500	-	
Table cloths	200	90	
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	24,453	32%
<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%

Cycle Friendly Deal Project		£
Payments made		7,688.94
Grant Claimed from CCF		0.00
Balance		7,688.94
Amounts to be claimed		7,011.94
Amounts to be funded by DTC		677.00

Note 5: Mayoral Travel & subsistence

This budget overspend was discussed at the November F&GP meeting when the proposed budget for 2019-20 was agreed to increase by £500 to £1,500. However the current overspend was not addressed.

BANK RECONCILIATION as at 28th February 2019		
Balance b/fwd	1.4.18	1,775.79
Receipts reconciled		627,395.23
Payments reconciled	-	629,021.02
Statement Balance c/fwd		150.00
Per Bank Statement No	B/L	150.00
Difference		0.00

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

PETTY CASH RECONCILIATION		
Balance b/fwd	1.4.18	11.64
Expenses per schedule		-
Cheques Cashed		379.20
Balance c/fwd		390.84
Cash in Tin		390.84
Claim form total	£	109.76
£	20.00	£200.00
£	10.00	£60.00
£	5.00	£5.00
£	2.00	£6.00
£	1.00	£3.00
£	0.50	£0.50
£	0.20	£5.60
£	0.10	£0.40
£	0.05	£0.20
£	0.02	£0.20
£	0.01	£0.18
28-Feb-19		£390.84

CASHBOOK - as at 28th February 2019	
Balance b/fwd	1,775.79
CashBook receipts	627,395.23
CashBook payments	- 629,021.02
Cashbook Balance	150.00
Per Bank Statement	150.00
Less Cheques unpresented	
	-
	150.00
Plus Cash/Cqs not banked	
	£ -
Cash Book Balance	150.00
Difference	- 0.00

DEAL TOWN COUNCIL

Balances as at 28/02/19

RESERVE ACCOUNT		£	TREASURY RESERVE DEPOSIT ACCOUNT		£
Opening Balance		£ 576,534.29	Opening Balance		£ 85,000.00
Transfers from Current Account		£ 231,414.05	Transfers from Reserve Account		£ -
Transfers from Treasury Account		£ -	Deposit Date: 13/02/2018		
Interest received		£ 1,075.31	Interest received		£ -
Transfers to Current Account		-£ 375,679.09	Transfers to Reserve Account		£ -
Transfers to Treasury Account					
Closing Balance		<u>£ 433,344.56</u>	Closing Balance		<u>£ 85,000.00</u>
Balance per statement	BL	<u>£ 433,344.56</u>	Balance per statement	BL	<u>£ 85,000.00</u>
Difference		<u>£ 0.00</u>	Difference		<u>£ -</u>
Interest received			Interest		
	30/04/2018	£ 24.85	Interest is applied at end of term		
	31/05/2018	£ 22.42	Interest due = £527.00		
	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	£ 88.49			
	31/12/2018	£ 85.52			
	31/01/2019	£ 80.70			
	13/02/2019	£ 527.00			
	20/02/2019	£ 3.26			
	28/02/2019	£ 68.16			
	31/03/2019				
		<u>£ 1,075.31</u>			<u>£ -</u>

Customer name
Deal Town Council

Display currency
Account currency

Account details**Last night's uncleared**

Total of 3 accounts	434,399.37 GBP
DEAL TOWN COUNCIL ████████████████████	150.00 GBP
MAYOR DEAL CIVIC CH. ████████████████████	904.81 GBP
DEAL TOWN CNCL BRES ████████████████████	433,344.56 GBP

DEAL TOWN COUNCIL		MAYOR OF DEAL CIVIC CHARITY										
As at 28/02/19		Pay In No:	Chq No	53	Charity Balance	2017-18 Grants	Winter warmer	Pie & Cocktail	Race Night	Charter Day	St Andrew Dinner	Knowledge & Noodles
Date	Narrative											
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			£ 30.00				
03/04/2018	Pie & Cocktail event Prizes			Y	£ 2,600.99			-£ 23.50				
03/04/2018	Pie & Cocktail event Meals			Y	£ 2,577.49			-£ 49.50				
16/04/2018	Pie & Cocktail event tickets DC			Y	£ 2,527.99			£ 30.00				
16/04/2018	Charity Winter Warmer - Auction			Y	£ 2,557.99							
14/05/2018	Grant - Deal Visually Impaired Frient Club		161	Y	£ 2,607.99		£ 50.00					
14/05/2018	Grant - RAF 2335 Cadets		162	Y	£ 1,907.99	-£ 700.00						
14/05/2018	Grant - Dementia UK		160	Y	£ 1,207.99	-£ 700.00						
24/07/2018	Race Night	Transfer		Y	£ 707.99	-£ 500.00			£ 10.00			
13/08/2018	Race Night	Transfer		Y	£ 717.99				£ 10.00			
16/08/2018	Race Night	Transfer		Y	£ 727.99				£ 5.00			
20/09/2018	Race Night	222		Y	£ 732.99				£ 237.20			
31/10/2018	Charter Day	223		Y	£ 970.19					£ 101.12		
01/11/2018	St Andrew Dinner	Bacs		Y	£ 1,071.31						£ 50.00	
23/11/2018	St Andrew Dinner	Bacs		Y	£ 1,121.31						£ 59.50	
04/12/2018	St Andrew Dinner	224		Y	£ 1,180.81						£ 525.45	
04/12/2018	St Andrew Dinner	Transfer		Y	£ 1,706.26						£ 125.00	
05/12/2018	St Andrew Dinner	Bacs		Y	£ 1,831.26						-£ 609.40	
07/12/2018	St Andrew Dinner	Bacs		Y	£ 1,221.86						£ 50.00	
14/05/2018	Grant - Deal-Dover National autistic so	Bacs		Y	£ 1,271.86							
31/01/2019	Knowledge & Noodles	226		Y	£ 571.86	-£ 700.00						
03/01/2019	St Andrew Dinner	225		Y	£ 721.86						£ 150.00	
08/02/2019	To current account	Transfer		Y	£ 804.81						£ 82.95	
20/02/2019	To current account	Transfer		Y	£ 784.81							-£ 20.00
22/02/2019	Knowledge & Noodles	Bacs		Y	£ 684.81							-£ 100.00
28/02/2019	Knowledge & Noodles	227		Y	£ 724.81							£ 40.00
01/03/2019	From current account			Y	£ 904.81							£ 180.00
					£ 1,024.81							120
TOTALS					£ 904.81	-£ 2,600.00	£ 550.00	-£ 13.00	£ 262.20	£ 101.12	£ 283.50	£ 370.00
											£ 1,183.82	-£ 2,600.00
											in	out

**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: 13 March 2019
Subject: **Recommendation from the Transport and Infrastructure Committee**

At the January meeting of the Transport and Infrastructure Committee it was RESOLVED: *To request the Finance & General Purposes committee agree a sum of £100 be made available to the Deputy Town Clerk for the provision of appropriate materials (clip boards, maps, and pens), possible hire charges for briefing session(s), and for a possible "thank you" reception for volunteers for this initiative.*

Decision required.

Members to consider the above recommendation from the Transport and Infrastructure Committee

**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: 13 March 2019
Subject: Allotment Update

At the last meeting of this committee it was agreed to defer a request from the allotment Officer for additional contractor visits to the allotments until a future meeting when the approved allotment contractor for 2019/2020 is considered.

The allotment Officer advised members within her report that: *Since we have been able to use Clean Cut Gardening Services the allotments are looking much better, and I have received a lot of positive feedback from the allotment holders and nearby residents on the improvement of the sites.*

If it were possible to have 3 days a month instead of the 2 that has already been agreed by council it would ensure that all the work was kept on top off.

The existing contractor, Clean Cut Gardening Services, have advised that their charges for 2019/20 remain at the same level as 2018/19

Recommendations.

- 1) That Clean Cut Gardening Services are re-appointed as the approved contractor for 2019/20
- 2) A sum of £2,000 is vired from the unused 'Elections Budget 2018/19' to the 'Allotments budget and held over at the year-end as an 'earmarked reserve' for addition routine works on the allotments

Decisions required.

Members to consider the above recommendations

**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: 13 March 2019
Subject: **Town Hall Wedding Licence**

The Town Hall wedding licence needs to be renewed every 3 years.

The next renewal is due in October 2019

The cost of the licence is £2,000 for the first ceremony room and all additional ceremony rooms/areas are £100 each

Recommendation

That a sum of £2,200 is held over from the 2018/19 contingency fund as an 'earmarked reserve' to cover the cost of the licence renewal in October 2019

Decision required.

Members to consider the above recommendation

**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: 13 March 2019
Subject: **Travel Budget**

In November 2017 Full Council agreed that the travel budget for 2018/19 was split into: Mayoral Travel & Subsistence, Staff Travel & Subsistence and Cllr Travel & Subsistence.

The agreed split between the budget headings was based upon the actual usage of the past few years.

In November 2018 it was highlighted to this committee that the Mayoral Travel & Subsistence budget had reached its limit and based upon the current usage was heading for an overspend of around £500

Based upon that information this committee agreed to include an additional £500 in the Mayoral Travel & Subsistence draft budget for 2019/20. This budget was then agreed by Full Council

Although the future budget was addressed at that time the current budget was left showing as an overspend.

At the end of February the overspend is £402.00

Recommendation

That members consider 'viring' a sum of £250 from the 2018/19 Staff Travel & Subsistence budget and £250 from the 2018/19 Cllr Travel & Subsistence. This action would keep the overall travel budget within budget.

Decision required.

Members to consider the above recommendation

