


**Deal Town Council**  
 Town Hall, High Street, Deal, Kent. CT14 6TR. Telephone: 01304 361999  
 E-mail: [deal.town.council@deal.gov.uk](mailto: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 19<sup>th</sup> June 2018  
 at 7.15pm in the Town Hall Chamber.

**AGENDA.**

1.	<b>Chairman's opening remarks:</b>	
2.	<b>Apologies for absence:</b>	
3.	<b>Declarations of interest:</b> – To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	<b>Attach. 1</b>
4.	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 14<sup>th</sup> May 2018:</b> - For approval and signing.	<b>Attach. 2</b>
5.	<b>Public Participation</b> – Members of the public to speak with Councillors on matters relating to the agenda. (15 minutes).	
6.	<b>Finance –</b> (i) Income & Expenditure figures to 30 <sup>th</sup> April 2018 – Information to note (ii) Full Bank reconciliation to 30 <sup>th</sup> April 2018 – Information to note (iii) Income & Expenditure figures to 31 <sup>st</sup> May 2018 – Information to note (iv) Full Bank reconciliation to 31 <sup>st</sup> May 2018 – Information to note	<b>Attach. 3(a)</b> <b>Attach. 3(b)</b> <b>Attach. 3(c)</b> <b>Attach. 3(d)</b>
7.	<b>Request for free use of the Town Hall -</b> (i) NSPCC – Decision Required (ii) Deal Town Fair Trade Network – Decision Required	<b>Attach. 4(a)</b> <b>Attach. 4(b)</b>
8.	<b>Request for use of the Undercroft</b> – The Rotary Club of Deal - Decision Required	<b>Attach. 5</b>
9.	<b>Grants Update</b> - Decision Required	<b>Attach. 6</b>
	<b>Date of next meeting – 17<sup>th</sup> July 2018</b>	
	 <b>Paul Bone</b> <b>Responsible Finance Officer</b> <b>13<sup>th</sup> June 2018</b>	
	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 <a href="http://www.deal.gov.uk">www.deal.gov.uk</a> or on request.	

**CC Cllrs BB, TB, MB, DC, ME, BF, DH, KL & 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 Monday 14<sup>th</sup> May 2018 in Deal Town Hall chamber starting at 7.15pm**

**Present:**

- |                             |                |
|-----------------------------|----------------|
| Cllr B Bano – Chairman      | Cllr S Beer    |
| Cllr M Eddy – Vice Chairman | Cllr T Bond    |
| Cllr D Bond                 | Cllr M Burnham |
| Cllr N Tomaszewski          |                |

**Officers:**

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

**Others:** 19 Member of the public

		Actions
1.	<b>Chairman’s opening remarks:</b> The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions. The Chairman then held a minutes silence for Cllr W Elliott, Maureen Bane MBE and Lionel the blind physio who had all recently died.	
2.	<b>Apologies for absence:</b> Cllr D Cronk, Cllr D Harper, Cllr C Hartley and Cllr Lee. <b>Absent:</b> Cllr B Frost	
3.	<b>Declarations of interest:</b> Councillors declared interest relating to grant applications at agenda item 7:- Cllr Beer declared a VAOI for the Official History Project as she given support with the grant forms and a VAOI for Deal Film Festival as she is a director Cllr Tomaszewski declared a VAOI for Friends of St Leonard’s Church as he has been attending the church for many years, and a VAOI for the Deal Maritime and Local History Museum as he has been associated with them for many years. Cllr D Bond declared a VAOI for Deal and Betteshanger Rugby Club as he is a member. Cllr M Burnham declared a DPI for the Deal Community Carnival Association as she is their President and a VAOI for St Leonards Church as she has a long association with the church.	
4.	<b>Minutes of the previous Finance and General Purposes meeting held on 17<sup>th</sup> April 2018:</b> Members RESOLVED: To confirm the minutes of the previous meeting held on the 17 <sup>th</sup> April 2018 as a true and accurate record. (P) MB (S) ME 5 for 2 abstentions. The Chairman then duly signed the minutes.	
5.	<b>Public Convenience Service Level Agreement 2018-2019:</b> Martin Leggatt from DDC gave a presentation on the costs of the service level agreement and answered questions from the public and members. Members RESOLVED: That the Town Clerk meets with Mr Leggatt to gain further information on the amounts spent by DDC on Utilities, Maintenance and NDR and report back to the committee (P) BB (S) NT All agreed.	Town Clerk
6.	<b>Public Participation:</b> Members of the public spoke on the grant applications for The Official History Project, Friends of St Leonards Church, Deal and Walmer Allotment Holders Association, Deal Good Neighbour Week, St Georges Church, Deal Music and Arts Limited, Martha Trust, Deal and Betteshanger Rugby Club, Deal film Festival and The Guild Players.	
7.	<b>Annual Grants:</b> The Chairman advised the Members that they would first vote to decide whether or not they would support each application and then vote again on amounts to award.	

### SMALL GRANTS

1. **Deal Vlissingen Fencing Club:** Members RESOLVED: to support the application (P) SB (S) MB All agreed
2. **Royal Marines Association:** Members RESOLVED: to support the application (P) MB (S) TB All agreed.
3. **Men of Kent and Kentish Men (Deal, Walmer & Kingsdown Branch):** Members RESOLVED: to support the application (P) MB (S) ME All agreed.
4. **Deal and Walmer Allotment Holders Association:** Members RESOLVED: to refer this application to the Special Project Group as the application was more suited to the Special Project Fund (P) SB (S) ME All agreed.
5. **Martha Trust:** Members RESOLVED: to support application (P) ME (S) NT All agreed
6. **Friends of St Leonard's Church:** Members RESOLVED: to support the application (P) NT (S) ME All agreed.
7. **Deal Good Neighbour Week:** Members RESOLVED: to support the application (P) NT (S) TB All agreed.

### LARGE GRANTS

8. **Deal Music and Arts Limited:** Members RESOLVED: to support the application (P) MB (S) ME All agreed.
9. **Betteshanger 5km Parkrun:** Application withdrawn.
10. **Kent Miners Festival:** Members RESOLVED: to support the application (P) NT (S) ME All agreed.
11. **Deal Community Carnival Association:** Members RESOLVED: to support the application (P) SB (S) NT All agreed.
12. **Deal and Betteshanger Rugby Club:** Members RESOLVED: to support the application (P) TB (S) MB All agreed.
13. **Deal Walmer & Kingsdown Amateur Rowing Club:** Members RESOLVED: to support the application (P) ME (S) TB All agreed.
14. **The Official History Project CIC:** Members RESOLVED: to support the application (P) NT (S) ME All agreed.
15. **The Guild Players:** Members RESOLVED: to support the application (P) NT (S) ME All agreed.
16. **Deal Maritime and Local History Museum:** Members RESOLVED: to support the applicant (P) DB (S) MB All agreed.
17. **St George's Church:** Members RESOLVED: to support the application (P) ME (S) MB All agreed.
18. **Deal Film Festival:** Members RESOLVED: to support the application (P) DB (S) ME All agreed.

The Chairman then advised that members would now vote on awards

### SMALL GRANTS AWARDED

1. **Deal Vlissingen Fencing Club:** Members RESOLVED: to award £350 to set up and run new fencing lessons for girls of Deal (P) MB (S) TB All agreed. RFO
2. **Royal Marines Association:** Members RESOLVED: to award £500 towards the catering for the Royal Marines Band annual concert on 15<sup>th</sup> July (P) MB (S) TB All agreed. RFO
3. **Men of Kent and Kentish Men (Deal, Walmer & Kingsdown Branch):** Members RESOLVED: to award £300 towards Trafalgar Day celebrations held on 20<sup>th</sup> October 2018 commemorating Lord Nelson's victory at the Battle of Trafalgar (P) MB (S) TB All agreed. RFO
5. **Martha Trust:** Following queries on whether this application met the criteria for grant applications Members RESOLVED: To defer decision until Martha Trust advises on how many of their residents are from the three wards in Deal. (P) ME (S) NT All agreed. RFO
6. **Friends of St Leonard's Church:** Members RESOLVED: to award £334.80 towards purchasing 8 additional tables for future events (P) MB (S) TB All agreed RFO
7. **Deal Good Neighbour Week:** Members RESOLVED: to award £425 for funding towards "Deal Good Neighbour Week" project which aims to promote community engagement

	and action to alleviate social isolation and loneliness in Deal. (P) MB (S) TB All agreed. <b><u>LARGE GRANTS AWARDED</u></b>	RFO
	<b>8. Deal Music and Arts Limited:</b> Members RESOLVED: to award £600 towards the scaffolding for the production of free community events for families and participants of Deal Music and Arts Education Projects (P) SB (S) MB All agreed.	RFO
	<b>10. Kent Miners Festival:</b> Cllr Beer proposed to award £600, Cllr Tomaszewski seconded this motion, a vote was taken of, 3 for 3 against, the Chairman used his casting vote to vote against this motion, and motion fell. Members RESOLVED: To award £800 towards a free one day event which exhibits heritage from the Kent coalfields and brings together local community stalls (P) MB (S) ME 4 for 3 against motion carried.	RFO
	<b>11. Deal Community Carnival Association:</b> Cllr M Burnham left the room. Members RESOLVED: to award £1000 with the condition that the grant is used for the Carnival parade costs and road closure costs only (P) SB (S) ME All agreed. Cllr M Burnham returned to the room.	RFO
	<b>12. Deal and Betteshanger Rugby Club:</b> Members RESOLVED: to award £1000 towards the cost of purchasing "top dressing" to keep the pitches maintained which is a mixture of sand and loam (P) TB (S) ME 6 for 1 against motion carried.	RFO
	<b>13. Deal Walmer &amp; Kingsdown Amateur Rowing Club:</b> Members RESOLVED: to award £800 towards the running costs if hosting The South Coast Championships taking place on 8 <sup>th</sup> and 9 <sup>th</sup> September 2018 (P) MB (S) SB All agreed.	RFO
	<b>14. The Official History Project CIC:</b> Members RESOLVED: to award £720 towards setting up a meet and greet service for people visiting Deal, to inform them of the local tourist attractions including expert walking tours around Deal (P) NT (S) MB All agreed.	RFO
	<b>15. The Guild Players:</b> Cllr Beer proposed an award of £250, no seconder was received, and motion fell. Members RESOLVED: to award £500 towards the cost of costumes and make up or set and consumables for their production of "It's a Wonderful Life" which will be performed several times during November 2018 at the Goodwin Academy (P) ME (S) BB 6 for 1 against motion carried.	RFO
	<b>16. Deal Maritime and Local History Museum:</b> Members RESOLVED: to award £800 towards funding phase 2 of the conserving of Basil Kidd's Photographs, including the purchase of quality archive boxes for the negatives and rolls including professional advice (P) NT (S) ME All agreed.	RFO
	<b>17. St George's Church:</b> Cllr T Bond proposed an award of £1000 this was seconded by Cllr D Bond, Cllr S Beer proposed an amendment to award £500 this was seconded by Cllr Tomaszewski. The Chairman took the vote on the amendment; (P) SB (S) NT 5 for 2 against, amendment carried the Chairman directed members to vote on the substantive motion to award £500. Members RESOLVED: to award St George's Church £500 for the provision of new outdoor seating and tables (P) SB (S) NT 5 for 2 against motion carried.	RFO
	<b>18. Deal Film Festival:</b> Cllr Burnham proposed to award £750 this was seconded by Cllr Tomaszewski, Cllr T Bond proposed an amendment to award £1000 this was seconded by Cllr Burnham. The Chairman took the vote on the amendment; (P) TB (S) ME 5 for 2 against, amendment carried the Chairman directed members to vote on the substantive motion to award £1000. Members RESOLVED: To award £1000 towards the costs of setting up Deal's first film Festival on 28 <sup>th</sup> & 29 <sup>th</sup> September 2018 which will include classic films and films made by local students (P) TB (S) ME 5 for 2 against motion carried.	RFO
8.	<b>Councillor &amp; Independent Internal Auditor report:</b> Members RESOLVED: to note the report (P) ME (S) MB All agreed.	
9.	<b>Annual Return:</b> Members RESOLVED: to authorise the RFO and Chair of the meeting to sign section 2 of the Annual return and recommend to Full Council that the figures in section 2 are included within the annual return for the year ending 31 <sup>st</sup> March 2018 (P) BB (S) DB All agreed.	RFO Chairman
	The Chairman closed the meeting at 9.08 pm.	





Budgets as agreed byFull Council28/11/17

Budget Position  
2018/19 01/04/18

Budget Position  
2018/19 01/04/18

Budgeted Income			Budgeted Expenditure				
	£	£		£	£		
Precept * see note 4	383,000	-	0%	<u>Salaries/Pensions - See Page 2</u>	227,103	16,947	7%
Bank Interest	100	25	25%	Grants & Donations	15,000	-	0%
Allotment Income	4,000	-	0%	Premises (running costs)	20,000	1,108	6%
Town Hall Hire	10,000	425	4%	Insurance	6,000	-	0%
Wed/Fri Market	6,000	292	5%	Mayoral Travel & subsistence	1,000	143	14%
Saturday Market	22,000	948	4%	Staff Travel & subsistence	1,000	1	0%
Braderie Income	3,700	1,280	35%	Cllr Travel & subsistence	500	-	0%
VIC Income	3,000	11	0%	<u>General Admin- See Page 2</u>	12,813	2,442	19%
	<u>431,800</u>	<u>2,981</u>	1%	Cllr Training	1,000	-	0%
				Staff Training	2,000	-	0%
<b>Supporting Income</b>				<u>Mayor/Deputy/TS Expenses-See P2</u>	3,000	-	0%
Earmarked reserves	76,037	4,288		Hospitality	2,750	-	0%
2017/19 Provisions	16,052	-		Cllr. Allowances	4,800	-	0%
From/(to) reserves	25,196	-		Legal Advice	1,000	-	0%
	<u>117,285</u>	<u>4,288</u>		Election Costs	7,000	-	0%
				Publicity	2,000	-	0%
<b>Total Budgeted Income</b>	<b><u>549,085</u></b>	<b><u>7,268</u></b>		<u>IT &amp; Office Equip't-See Page 2</u>	3,000	276	9%
				Contingency	10,000	-	0%
<b>INCOME (Other)</b>				Ellis Whittam Services	3,060	2,518	82%
VAT Refund	-	-		Sat Market Profit Share (18/19)	2,500	-	0%
Misc Income	-	-		Staff Uniform	400	-	0%
				Allotments	4,500	-	0%
				Braderie	2,300	1,310	57%
				SITA waste	5,000	438	9%
<b>Note 1: Capital Fund</b>				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%
<b>Note 2: VIC - Excluding staff costs</b>				Youth Budget	1,000	-	0%
<b>Income</b>				Flags	500	-	0%
VIC Sales		828.60		Audit costs 2018/19	2,500	-	0%
ticket sales commission		16.90		General Maintenance	4,000	347	9%
		<u>845.50</u>		Pat Testing	1,000	-	0%
<b>Expenditure</b>				Boiler service & maintenance	1,000	54	5%
Ticket purchases		565.21		Artefacts	2,000	-	0%
Goods for re-sale		0.00		Town Hall furniture/equipment	1,000	-	0%
Running costs		269.38		Window Cleaning	1,530	290	19%
		<u>834.59</u>		Deal Town Guide - reprint	1,000	-	0%
<b>VIC Income</b>		<u>10.91</u>		MayorsParlour refurb	5,000	-	0%
				On-going Town Hall Repairs	10,000	180	2%
<b>Note 3: Astor Theatre</b>				T/H Undercft Cleaning	7,000	560	8%
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	-	0%
<b>Note 4: Precept</b>					<u>455,506</u>	<u>27,065</u>	6%
DDC paid 50% of precept early at end of last financial year				<u>Earmarked Reserves - Page 2</u>	76,037	4,288	6%
Amount received 30/3/18	£	192,933		<u>Provisions - Page 2</u>	16,052	-	0%
Amount received this year	£	-			<u>547,595</u>	<u>31,353</u>	6%
<b>Total received 2018/19</b>	<b>£</b>	<b>192,933</b>					

DEAL TOWN COUNCIL

Detailed Expenditure	Budget	Position	
	2018/19	01/04/18	
	£	£	
<b><u>Salaries/Pensions</u></b>			
Salaries		15,056	
Pension Costs		1,891	
	227,103	16947	7%
<b><u>General Administration</u></b>			
General Administration		990	
Subscriptions		1,305	
Petty Cash		147	
Robes & Regalia		-	
	12,813	2442	19%
<b><u>Mayor/Deputy/T-S Expenses</u></b>			
Mayor Agreed Expenses		-	
Deputy Mayor Agreed Expenses		-	
Mayoress Agreed Expenses		-	
Town Sergeant Agreed Expenses		-	
	3,000	0	0%
<b><u>IT &amp; Office Equip't</u></b>			
Office Equipment		-	
IT Equipment/Support		244	
Internet Expenses		33	
	3,000	276	9%
<b><u>Town Council Events</u></b>			
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%
<b><u>Earmarked Reserves</u></b>			
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	272	
Mayor's Allowance 17/18 b/f	832	386	
Clr Email accounts	1,000	-	
Allotments	1,490	-	
<b>Total Earmarked Reserves</b>	<b>76,037</b>	<b>4288</b>	<b>6%</b>
<b><u>2018/19 Provisions</u></b>			
Audit Provision 18/19	2,500	-	
Sat Market profit share 18/19	2,500	-	
Grants not yet claimed 17/18	2,000	-	
Public Conveniences 18/19	9,052	-	
<b>Total Provisions</b>	<b>16,052</b>	<b>0</b>	<b>0%</b>









## Account balances for all accounts as of 01/05/2018 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.

Only items which are not guaranteed to be returned unpaid.

Date	Last night's ledger	Ledger	Start of day ledger	Last night's cleared	Cleared	Start of day cleared
01/05/2018	547,834.55Cr	547,834.55Cr	547,834.55Cr	547,834.55Cr	547,834.55Cr	547,834.55Cr
01/05/2018	2,607.99Cr	2,607.99Cr	2,607.99Cr	2,607.99Cr	2,607.99Cr	2,607.99Cr
01/05/2018	100.00Cr	100.00Cr	100.00Cr	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	01/05/2018	550,542.54Cr	550,542.54Cr	550,542.54Cr	550,542.54Cr	550,542.54Cr	550,542.54Cr
<b>Balance subtotals by account currency</b>							

Budgets as agreed byFull Council28/11/17Budget  
2018/19 Position  
31/5/18Budget  
2018/19 Position  
31/5/18

<b>Budgeted Income</b>			<b>Budgeted Expenditure</b>				
	£	£		£	£		
Precept * see note 4	383,000	-	0%	<u>Salaries/Pensions - See Page 2</u>	227,103	34,231	15%
Bank Interest	100	47	47%	Grants & Donations	15,000	-	0%
Allotment Income	4,000	37	1%	Premises (running costs)	20,000	3,214	16%
Town Hall Hire	10,000	959	10%	Insurance	6,000	-	0%
Wed/Fri Market	6,000	751	13%	Mayoral Travel & subsistence	1,000	244	24%
Saturday Market	22,000	2,855	13%	Staff Travel & subsistence	1,000	1	0%
Braderie Income	3,700	1,960	53%	Cllr Travel & subsistence	500	-	0%
VIC Income	3,000	37	1%	<u>General Admin- See Page 2</u>	12,813	3,402	27%
	<u>431,800</u>	<u>6,646</u>	2%	Cllr Training	1,000	60	6%
				Staff Training	2,000	-	0%
<b>Supporting Income</b>				<u>Mayor/Deputy/TS Expenses-See P2</u>	3,000	-	0%
Earmarked reserves	74,547	4,994		Hospitality	2,750	-	0%
20178/19 Provisions	16,052	9,052		Cllr. Allowances	4,800	1,200	25%
From/(to) reserves	23,706	-		Legal Advice	1,000	-	0%
	<u>114,305</u>	<u>14,046</u>		Election Costs	7,000	-	0%
				Publicity	2,000	-	0%
<b>Total Budgeted Income</b>	<b><u>546,105</u></b>	<b><u>20,692</u></b>		<u>IT &amp; Office Equip't-See Page 2</u>	3,000	384	13%
				Contingency	10,000	-	0%
<b>INCOME (Other)</b>				Ellis Whittam Services	3,060	2,518	82%
VAT Refund		-		Sat Market Profit Share (18/19)	2,500	-	0%
Misc Income		12		Staff Uniform	400	35	9%
		<u>12</u>		Allotments	4,500	-	0%
				Braderie	2,300	1,310	57%
				SITA waste	5,000	875	18%
<b>Note 1: Capital Fund</b>				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%
<b>Note 2: VIC - Excluding staff costs</b>				Youth Budget	1,000	-	0%
<b>Income</b>				Flags	500	-	0%
VIC Sales	1612.01			Audit costs 2018/19	2,500	-	0%
ticket sales commission	59.84			General Maintenance	4,000	576	14%
	<u>1671.85</u>			Pat Testing	1,000	-	0%
<b>Expenditure</b>				Boiler service & maintenance	1,000	54	5%
Ticket purchases	1318.31			Artefacts	2,000	-	0%
Goods for re-sale	0.00			Town Hall furniture/equipment	1,000	-	0%
Running costs	316.55			Window Cleaning	1,530	325	21%
	<u>1634.86</u>			Deal Town Guide - reprint	1,000	-	0%
VIC Income	<u>36.99</u>			MayorsParlour refurb	5,000	-	0%
				On-going Town Hall Repairs	10,000	180	2%
<b>Note 3: Astor Theatre</b>				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%
<b>Note 4: Precept</b>					<u>455,506</u>	<u>51,176</u>	11%
DDC paid 50% of precept early at end of last financial year							
Amount received 30/3/18	£ 192,933			<u>Earmarked Reserves - Page 2</u>	74,547	4,994	7%
Amount received this year	£ -			<u>Provisions - Page 2</u>	16,052	9,052	56%
Total received 2018/19	<u>£ 192,933</u>				<u>546,105</u>	<u>65,222</u>	12%

DEAL TOWN COUNCIL

Detailed Expenditure	Budget	Position	
	2018/19	31/5/18	
	£	£	
<b><u>Salaries/Pensions</u></b>			
Salaries		30,484	
Pension Costs		3,747	
	227,103	34,231	15%
<b><u>General Administration</u></b>			
General Administration		1,549	
Subscriptions		1,305	
Petty Cash		547	
Robes & Regalia		-	
	12,813	3,402	27%
<b><u>Mayor/Deputy/T-S Expenses</u></b>			
Mayor Agreed Expenses		-	
Deputy Mayor Agreed Expenses		-	
Mayoress Agreed Expenses		-	
Town Sergeant Agreed Expenses		-	
	3,000	0	0%
<b><u>IT &amp; Office Equip't</u></b>			
Office Equipment		75	
IT Equipment/Support		244	
Internet Expenses		65	
	3,000	384	13%
<b><u>Town Council Events</u></b>			
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%
<b><u>Earmarked Reserves</u></b>			
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	532	
Mayor's Allowance 17/18 b/f	832	832	
Cllr Email accounts	1,000	-	
<b>Total Earmarked Reserves</b>	<b>74,547</b>	<b>4,994</b>	<b>7%</b>
<b><u>2018/19 Provisions</u></b>			
Audit Provision 18/19	2,500	-	
Sat Market profit share 18/19	2,500	-	
Grants not yet claimed 17/18	2,000	-	
Public Conveniences 18/19	9,052	9,052	
<b>Total Provisions</b>	<b>16,052</b>	<b>9,052</b>	<b>56%</b>



DEAL TOWN COUNCIL

ATTACH 3d

BANK RECONCILIATION as at 31st May 2018		
Balance b/fwd	1.4.18	1,775.79
Receipts reconciled		74,468.61
Payments reconciled	-	76,144.40
Statement Balance c/fwd		100.00
Per Bank Statement No	B/L	100.00
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

CASHBOOK - as at 31st May 2018	
Balance b/fwd	1,775.79
CashBook receipts	74,776.33
CashBook payments	- 76,344.40
Cashbook Balance	207.72
Per Bank Statement	100.00
Less Cheques unpresented	
	100.00
Plus Cash not banked	
101244 £	107.72
	£ 107.72
	107.72
Cash Book Balance	207.72
Difference	0.00

PETTY CASH RECONCILIATION	
Balance b/fwd 1.4.18	11.64
Expenses per schedule	-
Cheques Cashed	547.39
Balance c/fwd	559.03
Cash in Tin	559.03
Claim form total	£312.75
£ 20.00	
£ 10.00	£180.00
£ 5.00	£15.00
£ 2.00	£14.00
£ 1.00	£23.00
£ 0.50	£5.00
£ 0.20	£6.40
£ 0.10	£1.40
£ 0.05	£0.90
£ 0.02	£0.16
£ 0.01	£0.42
31-May-18	£559.03

OVER

**DEAL TOWN COUNCIL**

Balances as at 31/5/18

<b>RESERVE ACCOUNT</b>		<b>£</b>	<b>TREASURY RESERVE DEPOSIT ACCOUNT</b>		<b>£</b>
Opening Balance		£ 576,534.29	Opening Balance		£ 85,000.00
Transfers from Current Account		£ 7,126.46	Transfers from Reserve Account		£ -
Transfers from Treasury Account		£ -	Deposit Date: 13/02/2018		
Interest received		£ 47.27	Interest received		£ -
Transfers to Current Account		-£ 66,590.27	Transfers to Reserve Account		£ -
Transfers to Treasury Account					
Closing Balance		<u>£ 517,117.75</u>	Closing Balance		<u>£ 85,000.00</u>
Balance per statement	BL	<u>£ 517,117.75</u>	Balance per statement	BL	<u>£ 85,000.00</u>
Difference		<u>£ -</u>	Difference		<u>£ -</u>
<b>Interest received</b>			<b>Interest</b>		
	30/04/2018	£ 24.85	Interest is applied at end of term		
	31/05/2018	£ 22.42	Interest due = £527.00		
	30/06/2018				
	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>£ 47.27</u>	<b>Interest received</b>		<u>£ -</u>





## Account balances for all accounts as of 01/06/2018 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.

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
01/06/2018	517,117.75Cr	517,117.75Cr	517,117.75Cr	517,117.75Cr	517,117.75Cr	517,117.75Cr
01/06/2018	1,207.99Cr	1,207.99Cr	1,207.99Cr	1,207.99Cr	1,207.99Cr	1,207.99Cr
01/06/2018	100.00Cr	48.00Cr	48.00Cr	100.00Cr	48.00Cr	48.00Cr

### 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	01/06/2018	518,425.74Cr	518,373.74Cr	518,373.74Cr	518,425.74Cr	518,373.74Cr	518,373.74Cr
Balance subtotals by account currency							

DEAL TOWN COUNCIL  
MEMORANDUM

To: Cllr D Cronk - Chairman of Finance & General Purposes Committee  
Members of the Finance & General Purposes Committee

From: Joanne Harper, Events Manager

Date: 12th June 2018

Subject: Request for Free use of the Town Hall – Mark Heller – NSPCC  
Charity Music concert

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A request for free use of the Town Hall chamber and committee room has been received from Mark Heller, for a charity musical concert in aid of the NSPCC on Friday 7<sup>th</sup> of September 2018 from 6.00pm until 10.30pm.

Total cost of hire will be £158.25

Chamber & Committee Room	£141.25
Kitchen	£10.00
Table Cloth	£7.00

**Decision required:** Members to consider agreeing to give free use of the Town Hall to Mark Heller for a charity musical concert in aid of the NSPCC on Friday 7<sup>th</sup> September 2018 6.00pm until 10.30pm.



DEAL TOWN COUNCIL  
MEMORANDUM

To: Cllr D Cronk- Chairman of Finance & General Purposes Committee  
Members of the Finance & General Purposes Committee

From: Joanne Harper, Events Manager

Date: 12th June 2018

Subject: Request for Free use of the Town Hall – Deal Town Fair Trade Network

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A request for free use of the Town Hall chamber, kitchen and table cloths has been received from the Deal Fair Trade Network to hold the Annual Fair Trade Reception on Friday 28<sup>th</sup> September for 12.00pm-4.00pm. The event is jointly shared with Dover Fair Trade Network – hosting is on a bi-annual basis. Dover hosted the 2017 event).

Total cost of hire will be £139.00

Chamber £80.00  
Kitchen £10.00  
Tablecloths £49.00

**Decision required:** Members to consider agreeing to give free use of the Town Hall including the chamber, kitchen and table cloths to the Deal Fair Trade Network on Friday 28<sup>th</sup> of September 12.00pm until 4.00pm.





**MEMORANDUM**

**To:** Cllr D Cronk, Chairman of Finance and General Purposes committee  
Committee Members

**From:** Mrs Lorna Crow, Town Clerk

**Date:** 13 June 2018

**Subject:** Request to use Undercroft

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Currently the policy that council has put in place for hiring the Undercroft is that this area is only hired out for charity table top sales and as part of the wedding package, any other requests are to be decided by council when received.

The Rotary club of Deal has hired the Chamber, Committee Room and Kitchen for their evening event on Saturday 30 June.

They would also like to hire the Undercroft to be used for a pre-drinks reception. This will be for a maximum of 60 people. This requires the use of two council tables, the hirer has advised they will be supplying plastic glasses, set up and oversee the drinks, so it should not incur any extra staff time.

As a guide to charges for this area the Undercroft fee for table top sales is £15.00

**Decision required**

Members to consider granting the use of the Undercroft for the Rotary booking on 30 June and agree if there should be an additional charge for this.



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:** 13 June 2018  
**Subject:** Annual Grant Applications – Update

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At the meeting of this committee held on 14<sup>th</sup> May 2018 a grant application from Martha Trust was considered:-

**Martha Trust:** Funding towards the purchase of promotional banners and fliers for the Music4Martha event which provides therapy for people with profound disabilities

**Amount requested: £495.00**

At that meeting members **RESOLVED:** To defer decision until Martha Trust advises on how many of their residents are from the three wards in Deal.

The following information has now been received from Martha Trust:-

*We have four residents at our home at Deal who come from those Deal Wards - plus their families.  
The proposed events will all be in Deal and will benefit Deal residents, visitors and tourists.*

**Decisions required:** Members are asked to consider this additional information and decide how they wish to proceed.

