

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

I hereby give notice that a meeting of the Finance & General Purposes Committee will be held in the Deal Town Hall Chamber on Tuesday 18th July 2017 at 7.15pm. Members of the public and press are welcome to attend and time will be set aside to allow members of the public to raise issues or questions relating to items on the agenda.



Paul Bone
 Responsible Finance Officer

12th July 2017

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 20th June 2017 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.	Responsible Finance Officer's Report – Information to note	Attach. 3
7.	Finance – (i) Income & Expenditure figures to 30 th June 2017 – Information to note (ii) Full Bank reconciliation to 30 th June 2017 – Information to note	Attach. 4(a) Attach. 4(b)
8.	Grants round 1 – Decisions required.	Attach. 5
9.	Deal in Bloom – (i) Notes of meeting held 4 th July 2017 – Information to note (ii) Deal in Bloom portfolio - Decision required. (iii) Final planter location – Decision required. (iv) Deal in Bloom – Request for Funding – Decision required.	Attach. 6 Attach. 7 Attach. 8 Attach. 9
10.	Town Hall Chimney stack – Decision required	Attach. 10
11.	Market & Meeting Tables – Decision required	Attach. 11
12.	Date of next meeting – 19 th September 2017	

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

The minutes of the Finance and General Purposes Committee meeting
held on Monday 20th June 2017 in Deal Town Hall chamber starting at 7.15pm

Present:

Cllr B Bano – Chairman
Cllr M Eddy– Vice Chairman
Cllr N Tomaszewski
Cllr D Bond
Cllr W Elliott
Cllr D Cronk

Cllr S Beer
Cllr T Bond
Cllr C Hartley
Cllr M Burnham
Cllr K Lee

Officers:

Lorna Crow – Town Clerk
Paul Bone - Responsible Finance Officer
Una Finch – Minute Clerk

Others: 1 Member of the public

1.	Chairman's opening remarks: The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions. He then asked the members to stand for 1 minutes silence to remember the victims of North Kensington and Finsbury Park. Following this the R.F.O explained how to use the new microphone system to the members.	Actions
2.	Apologies for absence: Cllr B Frost Absent: Cllr D Harper	
3.	Declarations of interest: None received.	
4.	Minutes of the previous Finance and General Purposes meeting held on 8th May 2017: Members RESOLVED: To confirm the minutes of the previous meeting held on the 8 th May 2017 as a true and accurate record. (P) ME (S) DC All agreed. The Chairman then duly signed the minutes.	
5.	Public Participation: One member of the public spoke to congratulate Deal Town Council's Deal in Bloom Working Group for their efforts around the town stating that the new planters looked fantastic. He also thanked the Council for the installation of the Audio and Visual system and spoke on clause 7 of the grants update.	
6.	<p>Responsible Finance Officer's Report: The RFO reported that he was expecting the delivery of council's business cards to arrive in the next few days.</p> <p>Following queries regarding the progress on the siting of the proposed planters at Mill Hill and St Alfred's Square the R.F.O advised that he would send Cllr T Bond the details on who to contact regarding the installation of the three wooden planters and the sites where the Town Council would like them to go as agreed at previous meetings.</p> <p>Following further queries regarding the new sound system the Town Clerk advised that the advertising material for the Town Hall would be updated to include information on the new Hearing Loop and sound system.</p> <p>Members RESOLVED: to note the report (P) DC (S) ME All agreed. Members RESOLVED: to thank the R.F.O for the procuring and development of the Audio Visual System (P) DC (S) ME All agreed.</p>	<p>RFO</p> <p>Event Manager</p>

7.	<p>Finance: (i) and (ii) Members RESOLVED: to note the Income & Expenditure figures to 31st May 2017 and to note the Full Bank reconciliation to 31 May 2017 (P) ME (S) DC All agreed. The R.F.O reported to members following a query by Cllr Harper at the previous meeting that the VIC income seemed very high was due to the fact that the report was only up to the period ending 28th April and not the 30th April as the papers had to go out before the month end. As part of the month end procedure the transactions taken by the VIC for Town Hall bookings, Allotment payments and Braderie bookings get re-allocated from VIC takings to the appropriate budget headings.</p>	
8.	<p>Undercroft Gates & Railings: Following discussion Members RESOLVED: To approve contractor C subject to satisfactory site visits by the R.F.O, Town Clerk, Chairman of Finance & General Purposes and Chairman of the Council. The Council delegates the authority to the R.F.O in liaison with the Chairman of Finance and General Purposes and the Chairman of the Council to make the decision on if contractor C is suitable and to go ahead, if the contractor is considered unsuitable the R.F.O is instructed to source more quotes for the F&GP committee to consider. (P) DC (S) ME 8 for 3 against Motion carried. The council further RESOLVED: To thank the Premises Officer and Deputy Premises Officer for their recent work enhancing the Undercroft (P) NT (S) BB Agreed</p>	RFO RFO
9.	<p>Grants update: Following discussion Members RESOLVED: that any grant applications that have 'event dates' that fall before 18th July will be considered INVALID and to instruct the R.F.O to write to the applicants this applies to advising this. In future any applications that are received that are invalid must be advised by the R.F.O that their application will go no further. (P) SB (S) TB 10 for 1 against Motion carried.</p>	RFO
10.	<p>Deal in Bloom: (i) Members RESOLVED: to note the report of the meeting held on 8th May 2017 (P) MB (S) DC All agreed. (ii) Members RESOLVED: to note the report of the meeting held on 6th June 2017 (P) MB (S) DC All agreed. (iii) Members RESOLVED: to approve a budget of up to £50 for light refreshments for the Judges of the South and South East in Bloom competition (P) ME (S) DC All agreed. Members RESOLVED: to thank Cllr Burnham for her hard work with Deal in Bloom (P) DC (S) ME All agreed.</p>	
11.	<p>Elizabeth Carter letter book: Members RESOLVED: to accept the quote for Option 3 for the conservation of Elizabeth Carter framed letter book for Deal Town Council (P) ME (S) WE All agreed.</p>	Town Clerk
12.	<p>Confederation Cinque Ports Umbrellas: Members RESOLVED: to purchase 4 civic umbrellas from the Confederation Cinque Ports using the Civic Regalia budget at the cost of £112 (P) ME (S) DC All agreed.</p>	RFO
	<p>Date of next meeting: 18th July 2017 The chairman closed the meeting at 8.15pm.</p>	

Responsible Finance Officer's Report
Finance & General Purposes Committee Meeting 18th July 2017.

Update of significant items and activities since the last Report on 20th June 2017 relevant to this Committee:

Deal in Bloom

Two new planters with hardwood surrounds have now been placed in the Town. One planter has been placed on the paved area in Alfred Square and the other on the grassed area at the junction of St Richards Road and Marlborough Road. The remaining planter location will be discussed on this agenda at item 10 (iii)

Business Cards

All business cards have now been issued to the Councillors who requested cards as well as some officers. When the cards were distributed it was found that, due to an officer error, one of the cards had the email address of the Councillor incorrect. The Town Clerk authorised a reprint of the card at an additional cost of £12.

Confederation Cinque Ports Umbrellas

The order has been placed for the umbrellas as agreed at the previous meeting

Grant application

As agreed at the last meeting, I have written to all of the applicants for grants that had event dates before 18th July to inform them of the decision that their applications were INVALID. One of the applicants, Deal Festival of Music and the Arts, has asked that the Council reconsider its decision.

Astor Theatre Grant

The annual grant of £5,000 from DDC for the Astor Theatre has been received. James Tillitt from Deal Arts Management CiC has confirmed that the latest insurance premium has been paid to DDC and I have now forwarded the grant to him.

Council Laptop

A new Laptop has been purchased for use by the planning Committee each month as well as for presentations to Council at a cost of £483. The existing laptop was over 8 years old and did not support the higher resolutions of the new projectors. Cllr B Bano authorized this purchase from the IT equipment budget

Historic Information Boards

Cllr B Bano has raised concerns regarding the condition of some of the Historic Notice Boards in the Town and requested that DDC are contacted to establish what actions are planned for the repair and/or renewal of these boards. DDC have confirmed that the boards are dealt with on an 'as and when' basis and that the Historic Notice Board at the pier has been refurbished in the past month. They have advised they will consider repairing/renewing further Historic Notice Boards if required. I understand that the Deal in Bloom working group are already collating this information.

Paul Bone
Responsible Finance Officer
12th July 2017

Budgets as agreedby Full Council22/11/16

Budget

2017/18

Position

30/06/17

Position as at 30/06/17

Budget

2017/18

Position

30/06/17

Budgeted Income			£	£		Budgeted Expenditure			£	£	
Precept	382,568	191,284	50%	<u>Salaries/Pensions - See Page 2</u>			220,488	53,136	24%		
Bank Interest	600	14	2%	Grants & Donations			15,000	-	0%		
Allotment Income	4,000	32	1%	Premises (running costs)			20,000	5,120	26%		
Town Hall Hire	10,000	4,562	46%	Insurance			8,000	-	0%		
Wed/Fri Market	7,500	1,625	22%	Travel			2,000	482	24%		
Saturday Market	22,000	6,732	31%	<u>General Administration- See Page 2</u>			12,813	4,295	34%		
Braderie Income	3,700	3,468	94%	Training			2,000	1,023	51%		
VIC Income	3,000	1,180	39%	<u>Mayor/Deputy/TS Expenses-See P2</u>			3,000	160	5%		
	<u>433,368</u>	<u>208,896</u>	48%	Hospitality			2,750	466	17%		
				Cllr. Allowances			4,500	1,200	27%		
				Legal Advice			1,000	-	0%		
				Election Costs			5,000	-	0%		
				Publicity			2,000	75	4%		
				<u>IT & Office Equip't-See Page 2</u>			3,000	862	29%		
				Fair-Trade			750	-	0%		
				Contingency			10,000	-	0%		
				Ellis Whittam Services			3,060	2,516	82%		
				Sat Market Profit Share (17/18)			2,500	-	0%		
				Staff Uniform			400	-	0%		
				Allotments			4,500	34	1%		
				Braderie			2,300	-	0%		
				SITA waste			4,500	1,192	26%		
				Public Conveniences			40,000	-	0%		
				Town Signage			500	-	0%		
				Waste & Recycling			250	-	0%		
				Deal in Bloom			10,000	3,818	38%		
				<u>Town Hall Promotions-See Page 2</u>			2,000	150	8%		
				Charter Day			500	-	0%		
				Holocaust Memorial Day			100	-	0%		
				General Advertising			750	-	0%		
				Markets			2,500	-	0%		
				Youth Budget			1,000	-	0%		
				Flags			500	195	39%		
				Audit costs 2017/18			2,500	-	0%		
				General Maintenance			4,000	365	9%		
				Pat Testing			1,000	-	0%		
				Boiler service & maintenance			2,000	-	0%		
				Artefacts			2,000	-	0%		
				Office furniture/equipment			1,000	-	0%		
				Window Cleaning			1,530	70	5%		
				Deal Town Guide - reprint			1,000	-	0%		
				Mayors Parlour refurb			5,000	-	0%		
				On-going Town Hall Repairs			20,000	-	0%		
				T/H Undercft Cleaning			3,000	1040.00	35%		
				T/H Chimney stack repair			6,100	0.00	0%		
				T/H audio Visual System			25,000	14103.62	56%		
				Total Budgeted Expenditure			461,791	76,198	17%		
				<u>Earmarked Reserves - Page 2</u>			53,226	5,106			
				<u>Provisions - Page 2</u>			16,566	10,876	66%		
				Total Expenditure			531,583	92,180	17%		
Budgeted Income			£	£		Budgeted Expenditure			£	£	
Precept	382,568	191,284	50%	<u>Salaries/Pensions - See Page 2</u>			220,488	53,136	24%		
Bank Interest	600	14	2%	Grants & Donations			15,000	-	0%		
Allotment Income	4,000	32	1%	Premises (running costs)			20,000	5,120	26%		
Town Hall Hire	10,000	4,562	46%	Insurance			8,000	-	0%		
Wed/Fri Market	7,500	1,625	22%	Travel			2,000	482	24%		
Saturday Market	22,000	6,732	31%	<u>General Administration- See Page 2</u>			12,813	4,295	34%		
Braderie Income	3,700	3,468	94%	Training			2,000	1,023	51%		
VIC Income	3,000	1,180	39%	<u>Mayor/Deputy/TS Expenses-See P2</u>			3,000	160	5%		
	<u>433,368</u>	<u>208,896</u>	48%	Hospitality			2,750	466	17%		
				Cllr. Allowances			4,500	1,200	27%		
				Legal Advice			1,000	-	0%		
				Election Costs			5,000	-	0%		
				Publicity			2,000	75	4%		
				<u>IT & Office Equip't-See Page 2</u>			3,000	862	29%		
				Fair-Trade			750	-	0%		
				Contingency			10,000	-	0%		
				Ellis Whittam Services			3,060	2,516	82%		
				Sat Market Profit Share (17/18)			2,500	-	0%		
				Staff Uniform			400	-	0%		
				Allotments			4,500	34	1%		
				Braderie			2,300	-	0%		
				SITA waste			4,500	1,192	26%		
				Public Conveniences			40,000	-	0%		
				Town Signage			500	-	0%		
				Waste & Recycling			250	-	0%		
				Deal in Bloom			10,000	3,818	38%		
				<u>Town Hall Promotions-See Page 2</u>			2,000	150	8%		
				Charter Day			500	-	0%		
				Holocaust Memorial Day			100	-	0%		
				General Advertising			750	-	0%		
				Markets			2,500	-	0%		
				Youth Budget			1,000	-	0%		
				Flags			500	195	39%		
				Audit costs 2017/18			2,500	-	0%		
				General Maintenance			4,000	365	9%		
				Pat Testing			1,000	-	0%		
				Boiler service & maintenance			2,000	-	0%		
				Artefacts			2,000	-	0%		
				Office furniture/equipment			1,000	-	0%		
				Window Cleaning			1,530	70	5%		
				Deal Town Guide - reprint			1,000	-	0%		
				Mayors Parlour refurb			5,000	-	0%		
				On-going Town Hall Repairs			20,000	-	0%		
				T/H Undercft Cleaning			3,000	1040.00	35%		
				T/H Chimney stack repair			6,100	0.00	0%		
				T/H audio Visual System			25,000	14103.62	56%		
				Total Budgeted Expenditure			461,791	76,198	17%		
				<u>Earmarked Reserves - Page 2</u>			53,226	5,106			
				<u>Provisions - Page 2</u>			16,566	10,876	66%		
				Total Expenditure			531,583	92,180	17%		

Note 1: Capital Fund

B/F 2016/17 26,189

Added 2017/18 -

Total 26,189

Less expenditure 2017/18 -

Balance 26,189**Note 2: VIC - Excluding staff costs****Income**

VIC Sales 3752.03

ticket sales commission 180.08

3932.11**Expenditure**

Ticket purchases 2424.30

Goods for re-sale 183.23

Running costs 145.06

2752.591179.52

DEAL TOWN COUNCIL

Detailed Expenditure	Budget	Position	
	2017/18	30/06/17	
	£	£	
<u>Salaries/Pensions</u>			
Salaries		46299	
Pension Costs		6837	
	220,488	<u>53136</u>	24%
<u>General Administration</u>			
General Administration		2201	
Subscriptions		1540	
Petty Cash		114	
Robes & Regalia		440	
	12,813	<u>4295</u>	34%
<u>Mayor/Deputy/T-S Expenses</u>			
Mayor Agreed Expenses		147	
Deputy Mayor Agreed Expenses		0	
Mayoress Agreed Expenses		0	
Town Sergeant Agreed Expenses		13	
	3,000	<u>160</u>	5%
<u>IT support / Office Equipment</u>			
Office Equipment		192	
IT Equipment/Support		572	
Internet Expenses		98	
	3,000	<u>862</u>	29%
<u>Town Hall Promotions</u>			
Town Hall Promotions		150	
Heritage Day		0	
Xmas events		0	
Mayor Making		0	
International Womens Day		0	
	2,000	<u>150</u>	8%
<u>Earmarked Reserves</u>			
Sat Market profit share 15/16	2,500	0	
Allotments	2,490	0	
Mayor's Parlour Refurbishment	7,250	0	
Deal in Bloom	4,756	4756	
Town Hall Repairs	6,480	350	
Special projects	10,000	0	
Coastal Communities	500	0	
Town Signage	750	0	
Artefacts	2,000	0	
Market Signs	500	0	
Undercroft security	15,000	0	
DDC visitor survey	1,000	0	
Total Earmarked Reserves	53,226	5106	10%
<u>2016/17 Provisions</u>			
Audit Provision 16/17	2,500	720	
Sat Market profit share 16/17	2,000	0	
Grants not yet claimed	1,994	500	
Business cards	190	0	
Fire training	226	0	
Public Conveniences 16/17	9,656	9656	
Total Provisions	16,566	10876	66%

BANK RECONCILIATION as at 30th June 2017			
Balance b/fwd	1.4.17	-	3,517.04
Receipts reconciled			336,339.95
Payments reconciled		-	332,722.91
Statement Balance c/fwd			<u>100.00</u>
Per Bank Statement No	B/L		<u>100.00</u>
Difference		-	<u>0.00</u>

Audited Reconciliation at 31.3.16			
Balance 1.4.17		-	8,445.52
Unpresented cqs			
As at 31st March 2017	1,097.07		
Unbanked cash			
As at 31st March 2017 -	842.89		
			<u>254.18</u>
		-	<u>8,699.70</u>

CASHBOOK - BANK RECONCILIATION as at 30th June 2017			
Balance b/fwd		-	3,517.04
CashBook receipts			336,339.95
CashBook payments		-	332,722.91
Cashbook Balance			<u>100.00</u>
Per Bank Statement			<u>100.00</u>
Less Cheques unpresented			
			<u>100.00</u>
Plus Cash not banked			
			<u>£ -</u>
Cash Book Balance			<u>100.00</u>
Difference			<u>0.00</u>

PETTY CASH RECONCILIATION			
Balance b/fwd 1.4.17	92.54		
Expenses per schedule			
Cheques Cashed	113.68		
Balance c/fwd	<u>206.22</u>		
Cash in Tin	<u>206.22</u>		
Claim form total	£42.08		
£ 20.00	£120.00		
£ 10.00			
£ 5.00	£5.00		
£ 2.00	£2.00		
£ 1.00	£16.00		
£ 0.50	£5.00		
£ 0.20	£8.80		
£ 0.10	£3.40		
£ 0.05	£2.70		
£ 0.02	£0.74		
£ 0.01	£0.50		
30-Jun-17	<u>£206.22</u>		

OVER

DEAL TOWN COUNCIL

Balances as at 30/6/17

RESERVE ACCOUNT		£
Opening Balance		£ 442,588.02
Transfers from Current Account		£ 210,736.94
Interest received		£ 14.18
Transfers to Current Account		-£ 113,613.57
Closing Balance		<u>£ 539,725.57</u>
Balance per statement	BL	<u>£ 539,725.57</u>
Difference		<u>£ 0.00</u>
Interest received		
	30/04/2017	£ 4.39
	31/05/2017	£ 5.30
	30/06/2017	£ 4.49
	31/07/2017	
	31/08/2017	
	30/09/2017	
	31/10/2017	
	30/11/2017	
	30/12/2017	
	31/01/2018	
	28/02/2018	
	31/03/2018	
		<u>£ 14.18</u>



Account balances for all accounts as of 03/07/2017 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 and do not guarantee finality. Items such as cheques can still be returned unpaid.

Acc Ccy	Date	Last night's ledger	Ledger	Start of day ledger	Last night's cleared	Cleared	Start of day cleared
BP	03/07/2017	539,725.57Cr	539,725.57Cr	539,725.57Cr	539,725.57Cr	539,725.57Cr	539,725.57Cr
BP	03/07/2017	98.34Cr	98.34Cr	98.34Cr	98.34Cr	98.34Cr	98.34Cr
BP	03/07/2017	100.00Cr	210.21Dr	210.21Dr	100.00Cr	210.21Dr	210.21Dr

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	03/07/2017	539,923.91Cr	539,613.70Cr	539,613.70Cr	539,923.91Cr	539,613.70Cr	539,613.70Cr

DEAL TOWN COUNCIL		MAYOR OF DEAL CIVIC CHARITY				MAYOR'S end of term event		MAYOR'S end of term raffle		In		Out	
As at 30/6/17		Pay In No:	Chq No:	£ 000s	Charity Balance	Mayor's Charity Donations	Race Night (cancelled)	Mayor's end of term event	Mayor's end of term raffle	£	£	£	£
B/F from 2015/16													
11/04/2017	Mayoral Event	BACS		Y	£ 1,534.34								
16/05/2017	End of term Night - Raffle	210		Y	£ 1,544.34		£ 10.00						
17/05/2017	End of term Night - Entertainer	BACS		Y	£ 1,789.34				£ 245.00				
12/05/2017	Dover District Volunteer Centre			Y	£ 1,489.34			-£ 300.00					
12/05/2017	Dementia UK			Y	£ 689.34	-£ 800.00							
31/05/2017	From DTC as per Standing Orders	Transfer		Y	£ 289.34	-£ 400.00							
12/05/2017	Deal All Stars			Y	£ 439.34			£ 150.00					
08/05/2017	Mayoral Event -refund			Y	£ 108.34	-£ 331.00							
12/07/2017	From Mayor's allowance	Transfer		Y	£ 98.34		-£ 10.00						
					£ 248.34			£ 150.00					
TOTALS					£ 98.34		£ -	£ -	£ 245.00	£	-	£	-
										£ 245.00	£	-	

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr B Bano, Chairman of Deal Town Council's Finance & General Purposes Committee
From: Mrs K Lawrence, Finance Assistant
Date: 10 July 2017
Subject: Grant Applications

The following applications have been checked and appear to be valid to the latest grants policy as agreed by Deal Town Council.

Decisions required – Each of the following application to be considered for approval and level of funding

SMALL GRANT APPLICATIONS

Brief summary of each application:-

1. **Deal & Walmer Allotments:** To purchase a new hedge trimmer to improve and maintain allotment site
Amount requested: £285.99

- 2
(APPLICATION INVALID APPLICANT AWARE)

- 3 **White Cliffs Ramblers Group:** Funding will go towards the planning of the fourth White Cliffs Walking Festival from 24th – 30th August 2017
Amount requested: £500.00

- 4
(APPLICATION INVALID APPLICANT AWARE)

- 5 **Disabled Friends and Family Association:** Funding would be spent of fuel costs of taking local disabled people on various trips in 2017
Amount requested: £500.00

- 6 **Men of Kent & Kentish Men:** Money awarded would be put towards the organisation of Trafalgar Day on 21st October 2017
Amount requested: £300.00

- 7 **Walmer Cricket Club:** To purchase a new stronger fence and to re-landscape the roadside, funding would be used towards the purchase of fencing materials
Amount requested: £500.00

- 8 **Deal & District Lioness Club:** Towards the cost of arranging an outing to Hailsham Lions Club for local elderly people to enjoy
Amount requested: £335.00

- 9 **Children's Disco:** To be able to arrange a free disco for slightly less fortunate local children to attend
Amount requested: £500
- 10 **Deal Breastfeeding Support Group:** To purchase pop up gazebos, roller blinds, lawn signs and flyers as promotional items to use at public events helping to create awareness
Amount requested: £475.00
- 11 **Deal Walmer & Kingsdown Amateur Rowing Club:** The grant would be used towards the cost of purchasing a new engine for the clubs safety boat
Amount requested: £500.00

LARGE GRANT APPLICATIONS

- 12 **Kevin Gallagher:** Funding to be put towards the office set-up costs involved in publishing a book specifically on Deal
Amount requested: £1000.00
- 13
(APPLICATION INVALID APPLICANT AWARE)
- 14
(APPLICATION INVALID APPLICANT AWARE)
- 15
(APPLICATION INVALID APPLICANT AWARE)
- 16 **Deal Community Carnival Association:** Grant would be used to part finance employers and Public Liability Insurance
Amount requested: £1000.00
- 17 **Sandown Castle Community Garden Group:** To provide an additional metal bench for residents and volunteers to use when visiting Sandown Castle Community Garden
Amount requested: £1000.00
- 18 **Martha Trust:** Funding to be used towards the purchase of a Super-Size LED Colour
Amount requested: £599.00
- 19 **Kent Surrey Sussex Air Ambulance:** The funding would be used towards the purchase of a Geratherm Unique Rescue Warming Mat
Amount requested: £1000.00
- 20 **HI Kent:** To be able to run a weekly free lip-reading class at Deal Adult Education Centre
Amount requested: £1000.00
- 21 **Dover smART Project:** To fund the costs of running 10 art confidence building sessions within primary schools across the town for young carers
Amount requested: £900.00

- 22 Deal & Betteshanger Rugby Club:** The funding would be used towards ongoing pitch maintenance and repair and the purchase of several tonnes of 'top dressing'
Amount requested: £850.00
- 23 Dover District Volunteering Centre:** To purchase new computers to enable the current service to run more efficiently
Amount requested: £600.00
- 24 Kent Miners Festival:** Grant funding would be used towards the overall costs of the Festival which is free to enter and welcomes the whole community
Amount requested: £1000.00
- 25 Royal Marines Heritage Trails:** Grant will be used towards the Heritage Trail project costs including The Royal Marines 'Exercise the Freedom of the Borough' Launch event
Amount requested: £1000.00
- 26 Kent Mining Heritage Foundation:** To purchase a new museum case for the Kent Mining Heritage Museum in order to display important artefacts from Kent's Mining History
Amount requested: £1000.00
- 27 The Guild Players:** Grant would be used to offset production costs of 'It's a Wonderful Life' which will be performed at the Astor Theatre during December 2017
Amount requested: £1000.00
-

TOTAL GRANTS REQUESTED:

SMALL GRANTS = £3895.99
LARGE GRANTS = £11949.00
OVERALL TOTAL = £15844.99

TOTAL GRANT BUDGET = £15000.00

Clause 6. The grant budget will be split into two tiers, Large Grants between £501 to £1000 and Small Grants for applications up to £500. Large Grants may be eligible for staged payments. A minimum of 50% of the grant budget will be awarded on Small Grants

Deal In Bloom Working Group notes from meeting held on 4th July 2017

Present:

Cllr Marlene Burnham – Chairman (MB)
 Cllr Ben Bano (BB)
 Linda Ford (LF)
 Carol Stickler (CS)
 Roger Wragg (RW)
 Darren Solley (DS)

Janet Haines (JH)
 Keith Haines (KH)
 Richard Taylor-Jones (RT-J)
 Simon Chapman (SC)
 Ruth Pascoe (RP)

Apologies: Ben Palmer, Steve Wakefield, John Ford, Imogen Jenkins

MB opened the meeting at 1000 and welcomed all attending.

- SC provided an update to the group.
 Watering is taking place daily where needed
 Regarding the feedback from the judges on the use of recycled (grey) water, SC explained this is not possible in public areas due to the danger of potential contamination
 Use of herbaceous plants which are more drought tolerant and/or perennials could reduce water use
 SC advised the time to decide on planting needs to be made earlier so that these plants can be sourced, this can take place at the working group meeting after the judges feedback and guidelines have been received
 Regarding the notes from the last meeting, SC confirmed he had followed instructions with regard to the South Street Planters
- Planters. MB explained that due to change of councillors the placing of the new planters had not been completed. DS agreed to action.
 Cllr Trevor Bond of DTC is now responsible for the new planter placement including the two for the Mill Hill area
- DS recommended a consistent policy be put in place for wild flowers and bio-diversity between Deal and Walmer
- The Clean Up team is to be contacted by Deal Castle to assist with clearing up of dog mess. They can also assist with patrols to look out for repeat offenders
- Shops contravening KCC guidelines with use of A frames and street notices need to be reported to the enforcement team
- Deal Information Boards. It is recognised by DDC these need to be repaired or renewed. BB advised DTC has a special project fund if required, however an estimate of the cost would be required so this could be applied for. The most urgent cases should be prioritised i.e. the Time Ball.
- It was also reported that the seat by the Time Ball was in a very poor state and needed urgent repair
- LF updated the group on the judges visit to Sandown Castle Gardens on the 29th June. Veolia was complimented for their assistance in removing graffiti at the last minute ahead of the judges arrival
- South Street pavements are due for steam cleaning ahead of judging
- RW advised that surplus bedding plants were available at Hamilton Road
- North Deal Park. RP requested replacement plants for those that had died

- SSEIB judging day 12th July. BB to provide laptop for the presentation. CS to provide the presentation on a USB stick. RT-J will be there if possible but if not will provide short video.
- The rehearsal for the presentation will be at 1100 on the 11th July
- Linda Ford advised the photographer was organised and that Carol Sticklers mobile is to be given to the judges as a contact number
- Display boards will be in the Town Hall but North Deal Park are displaying their boards in the Golf Road Centre
- MB advised she will be applying for funding to provide dinner to the BIB judges on the 2nd August and for lunch on judging day on the 3rd August.

The meeting closed at 1205

The next meeting will be on the 25th July at 1000

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor B Bano, Chairman of Finance & General Purposes committee,
Committee members
From: Paul Bone, R.F.O
Date: 10th July 2017
Subject: Deal in Bloom - South & South East in Bloom competition portfolio

At the meeting of the Finance & General Purposes committee held on 10th April 2017, it was agreed to set a budget of £50 for the printing of the portfolio.

When the 'proof' was shown to officers that had already been sent to the printers it was noticed that pictures of children were included. When checking the proof, it was identified that although these pictures had been previously supplied for use to the working group, some of the children had left the schools involved and could no longer be used. New pictures were supplied by these schools and used in the final version.

Due to the late change additional costs have been incurred.

The final invoice is for £91.30

Decision Required

Members are asked to consider approving payment of the invoice totalling £91.30

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor B Bano, Chairman of Finance & General Purposes committee,
Committee members
From: Paul Bone, R.F.O
Date: 10th July 2017
Subject: Deal in Bloom – Final Planter Location

In April 2017 DTC received a member's grant from KCC for an additional planter for the Mill Hill area.

Having checked the minutes of the various meetings it has been identified that no final location has been agreed.

Various suggestions have been made such as between the new wooden posts on the grass verge on St Richards Road at the top of Mill Hill or outside the Co-op in Mill Hill

Decision Required

Members are asked to consider the preferred location so that approval can be obtained from KCC or appropriate landowner.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr B Bano, Chairman of Finance & General Purposes
Committee members
From: Cllr M Burnham, Chairman of the Deal in Bloom Working Group
Date: 12 July 2017
Subject: Request for funding

The two Britain in Bloom judges will be arriving in Deal on 2 August ready to judge on the 3rd August. It is usual practice to take them to dinner the evening they arrive and lunch the following day.

The Awards ceremony for this competition is in October and at Llandudno this year and I would like to represent Deal Town Council at this. This would require two overnight stays, I can use my free train pass for travel but would need £150 to cover my hotel expenses, dinner and breakfasts.

There will also be 5 other members of the working group attending this ceremony, they will be doing this at their own cost but I would like to pay for their refreshments on the train, lunch tea/coffee this would cost approximately £50. We will also need to take a taxi from the Railway station to the hotel at a cost of £25.

Recommendations:

- To provide a budget of up to £50 for lunch for the two Britain in Bloom judges, the Chairman of the Deal in Bloom working group and the driver for the judges tour of Deal. Restaurant/Café to be decided by the Chairman of the Deal in Bloom working group.
- To provide a budget of up to £150 to pay for dinner for the two Britain in Bloom judges and Chairman of the Deal in Bloom working group. Restaurant to be decided by the Chairman of the Deal in Bloom working group.
- To provide a budget of up to £150 to pay for hotel costs and food for the Chairman of the Deal in Bloom working group to attend the awards ceremony in October
- To provide a budget of up to £50 to pay for refreshments for 5 members of the working group on the train
- To provide a budget of up to £25 to pay for taxi fees to and from the hotel to the Railway Station.

Decision required: Members to consider the above recommendations.

ATTACH (10)
ALSO SEE PINK PAPERS

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor B Bano, Chairman of Finance & General Purposes committee,
Committee members
From: Paul Bone, R.F.O
Date: 10th July 2017
Subject: Town Hall Chimney stack

At a meeting of the Finance & General Purposes Committee held in October last year it was resolved:

To allocate a suitable sum in next year's budget to allow for this work to be carried out. Defer decision on choice of contractor until the next financial year and for the RFO to further investigate the proposed contractors and provide examples of similar work they have carried out for Committee to consider. (P)TB (S)DC. All agreed.

A copy of the agenda item from the October meeting is attached for your information.

Mr G Ford's offices have contacted all three companies to check if their quotes are still valid and to obtain examples of similar works they have carried out.

Contractor A and contractor B have both confirmed that their quotes are still valid and have supplied pictures of similar works carried out.

Contractor C has indicated that they are busy with other work at present.

(Additional information in your pink papers)

A sum of £6,100 has been allowed for in this year's budget to cover these works.

Decision Required

Members to choose the company they wish to carry out the works.

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr B Bano, Chairman of Finance & General Purposes committee
Committee members
From: Paul Bone
Date: 22 September 2016
Subject: Town Hall North Chimney Stack

Below is a copy of the report received from Mr G Ford regarding the structural condition of the chimney stack:-

Dear Mr Bone,

I am writing to you following my inspection of the chimney from the cherry picker on 25 July last. Immediately after my inspection we discussed my preliminary findings and I am now writing to confirm same.

The Chimney

- 1). The chimney structure and extent of cracking has already been fully described in my letter to you dated 18 March 2016. With the benefit of a close inspection from the cherry picker, the main crack running down the rear or west facing side is up to 30mm wide in places and in addition there is bulging and distortion to the top dozen or so courses of brickwork. Although the chimney is (more or less) vertical the extent and width of the cracks are more severe up close than appears from ground level through binoculars. This is perhaps no great surprise.
- 2). As to remedial work it is clear that the top ten courses of brickwork will need to be demolished and re-built. There are also a number of perished bricks at low level adjacent to the flashings and of course the cracking extends on two sides of the chimney full height. The minimum work required would be as follows:
 - i). Erect scaffolding, liaising with the neighbouring owners as necessary. An area of their yard would also have to be closed off.
 - ii). Carefully demolish and re-build the top ten courses of the chimney using as many salvaged bricks as possible.
 - iii). To provide and fix 2 no. galvanized steel bands around the stack. The first band would be say 900mm down from the existing top and 200mm up from the base.
 - iv). The cracks will all need to be cut out and resin bonded. Some perished bricks at the base need to be cut out and replaced.
 - v). Re-pointing will be needed.
- 4). In undertaking the above work, as discussed with you, the problem will be on demolishing the top few courses of brickwork it is very probable that we will not get down to a hard base on which to re-build; it is likely that the brickwork will be loose. In these circumstances I think it is going to be more straightforward merely to demolish the stack and re-build. Listed Building Consent would not be required provided the stack was re-built to the existing size and design. It would be as well however to inform Dover District Council.

Three quotations have now been received for the remedial works as per Mr Ford's specification (attachment 6b) in your private papers:-

Company A) £6,500 plus VAT

Company B) £6,100 plus VAT

Company C) £5,000 plus VAT

Decisions Required –

FOR INFORMATION ONLY

- 1) Members to consider if this work should be carried out immediately or be planned for in next year's budget
- 2) Members to choose the company they wish to carry out the works

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor B Bano, Chairman of Finance & General Purposes committee,
Committee members
From: Paul Bone, R.F.O
Date: 10th July 2017
Subject: Market & Meeting Tables

At Council meetings a mixture of meeting tables, 'half-moon' tables (used for weddings) and market tables are used to form the committee tables.

The 'half-moon' tables are very heavy and do not have wheels, also their shape is not ideal for use now we have a microphone unit for each Councillor.

The market tables have to be taken up & down stairs for each meeting. Three of these tables are now damaged (two beyond economical repair).

The officers recommend the purchase of an addition 5 proper meeting tables with wheels to match the 4 we already have.

The manufacturer (Kent Based) has been contacted and they can still manufacture the same tables at a cost of £347.50 each.

Should members agree, funds are available in the 'on-going Town Hall Repairs' budget.

Decision Required

Members to consider purchasing 5 additional matching meeting tables from the original supplier.

