

**Deal Town Council**  
 Town Hall, High Street,  
 Deal, Kent. CT14 6TR.  
 Tel: 01304 361999  
 E-mail: [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk)

**The minutes of the Finance and General Purposes Committee meeting  
 held on 10<sup>th</sup> November 2015 in Deal Town Hall chamber starting at 7.15pm**

**Present:**

Cllr T Bond – (Chairman)	Cllr B Frost (Vice-Chairman)
Cllr A Friend (ex-officio)	Cllr Mrs M Burnham
Cllr W Elliott	Cllr M Eddy
Cllr K Lee	Cllr C Hartley
Cllr D Bond	Cllr D Cronk
Cllr D Harper	

**Officers:**

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

**Others:** 3 members of the public

1.	<b>Chairman's opening remarks:</b>	Actions
	The Chairman welcomed everyone to the meeting and advised of the fire evacuation procedure. He then stated that by reason of special circumstances there would be two additional agenda items that would be added tonight to be considered as a matter of urgency, one regarding the town hall heating system that was now not working and one was a staff matter to be discussed once the public had been excluded.	
2.	<b>Apologies for absence:</b> Cllr E Carr, Cllr B Bano and Cllr L Butler	
3.	<b>Declarations of interest:</b> The Chairman declared a D.P.I for item 10.	
4.	<b>Public Participation:</b> The Chairman advised that Karen Griffiths the representative from DPAC would speak at agenda item 16. No further comments were received.	
5.	<b>Minutes of the previous Finance and General Purposes meeting held on 12<sup>th</sup> October 2015:</b> RESOLVED: To confirm the minutes of the previous meeting held on the 12 <sup>th</sup> October 2015 as a true and accurate record. (P)DC (S) WE All agreed. The Chairman then duly signed the minutes.	
6.	<b>Responsible Finance Officer's Report:</b> The RFO advised that all cheques have been raised for the grants and will be released this week now following the approval of the minutes. RESOLVED: to note the R.F.O's report (P)WE (S)DC All Agreed	RFO
7.	<b>Finance:</b> (i) Income & Expenditure figures to 31 <sup>st</sup> October 2015: Following queries members RESOLVED: To defer the report to the meeting of full council to include further clarification. (P) DC (S) WE All Agreed (ii) Full Bank reconciliation to 31 <sup>st</sup> October 2015: RESOLVED: to note the report. (P) DC (S) WE All Agreed	RFO

8.	<p><b>Deal in Bloom:</b> Members considered the notes from the working group and made the following decisions;</p> <p>RESOLVED: Members agreed that John Ford (member of the working group) would be the route planner for the Deal in Bloom competition and SSEIB. (P) MB (S) WE All agreed.</p> <p>RESOLVED: That town council officers' are instructed to find out if permission is required by KCC for concrete rings to replace the current wooden planters and to place 3 in Alfred Square. The working group to obtain quotes for the rings with suggestions of their locations to be submitted to Finance and General Purposes committee for decision. (P) DC (S) WE All Agreed.</p> <p>RESOLVED: To grant permission to the working group to use DTC headed paper for a letter to be sent to Deal businesses inviting them to participate in the Deal in Bloom competition and SSEIB. Town Hall staff to assist with producing the letter, the working group to hand deliver all letters (P) WE (S) ME All Agreed</p> <p>RESOLVED: To defer the decision for the Deal in Bloom budget until the officer's report on the rings was received. (P) ME (S) DC All Agreed</p> <p>RESOLVED: That Deal Town Council enter Deal into the South and South East in Bloom competition and Britain in Bloom competition for 2016. (P) DC (S) ME All Agreed</p>	<p>John Ford</p> <p>Town council officer/working group</p> <p>Town council officer/working group</p> <p>RFO</p> <p>Cllr Burnham</p>
9.	<p><b>Signage Request from DDC:</b></p> <p>Members considered the request from DDC and following discussion RESOLVED: To request the Town Clerk contact DDC for a map of the exact location of new signs and obtain a copy of sign. Once these details have been received report to be presented to the Finance and General Purposes committee for decision. (P) DC (S) ME All Agreed</p>	<p>Town Clerk</p>
10.	<p><b>Town Hall Booking Procedures:</b></p> <p>Cllr T Bond declared a D.P.I and left the room. Cllr Frost chaired this agenda item.</p> <p>Members RESOLVED: To open the Town Hall booking diary for 2017 for wedding bookings. (P) ME (S) DC All Agreed</p> <p>Members further RESOLVED: To offer staff and town councillors a 25% discount when booking the Town Hall for their own personal events. (P) ME (S) MB 7 for 2 against 2 abstentions. Motion carried.</p> <p>Cllr T Bond returned to the meeting and took the chair.</p>	<p>Events Manager</p> <p>Events Manager</p>
11.	<p><b>Repairs to Mayoral Chains:</b></p> <p>Following discussion member RESOLVED: To take no action but review the condition of the mayoral chains in 6 months' time. (P) WE (S) ME 9 for 1 against 1 abstention.</p>	<p>RFO</p>
12.	<p><b>Use of electricity in the Undercroft:</b></p> <p>It was proposed by Cllr Hartley to obtain quotes for providing electricity in the Undercroft, Cllr Burnham seconded this proposal. Members discussed this issue and Cllr Hartley withdrew his proposal, Cllr Burnham then proposed it but as there were no further seconders the motion fell. Following further discussion Cllr Frost proposed that the use of a Commando socket be explored; Cllr D Bond seconded this proposal, vote – 4 for, 6 against motion fell. Members then RESOLVED: To take no action, and not provide electricity to the market traders or members of the public in the Undercroft. (P) DC (S) WE 7 for 4 against.</p>	<p>Undercroft Market officer</p>
13.	<p><b>Sunday use of Town Hall:</b></p> <p>RESOLVED: To grant permission for the Deal Festival to book the Town Hall on Sunday 10<sup>th</sup> January 2016. (P) WE (S) MB All Agreed.</p>	<p>Events Manager</p>
14.	<p><b>Fair Trade:</b></p> <p>RESOLVED: To grant the Deal Town Fairtrade Network £750 from 2015-16 Fair Trade budget. (P) WE (S) BF All Agreed.</p>	<p>RFO</p>
15.	<p><b>Saturday Market:</b> Cllr Friend declared an O.S.I and left the room.</p> <p>Members considered the report from the Market Officer and RESOLVED: To accept the proposed changes detailed in the report. (P) DC (S) ME All Agreed.</p> <p>Cllr Friend returned to the meeting.</p>	<p>Saturday Market Officer</p>

16.	<p><b>DPAC Funding Request:</b>  Karen Griffiths gave a verbal report to the committee covering the benefits of purchasing new Digital Radios for this scheme. She answered queries from members. It was proposed by Cllr Eddy that Deal Town Council contribute the same amount as Dover Town Council were contributing towards this scheme, this was seconded by Cllr Cronk, vote – 5 for 6 against motion fell. After further discussion two more proposal were put forward, one to contribute £5,000 (P) DC (S)ME the other £2,500 (P) AF (S) WE, as there was confusion to which proposal was put forward first the Chairman instructed the following be voted on first.  RESOLVED: To contribute £2,500 towards the DPAC scheme from the Capital fund (P) AF (S) WE 7 for 3 against, Cllr Frost requested his vote against this motion be recorded.</p>	RFO
17.	<p><b>Town Hall Heating:</b> The RFO tabled a report to members advising that the recent inspection of the Town Hall heating system resulted in it having to be turned off due to mandatory repairs. The report detailed two alternatives to resolve this issue. Members RESOLVED:</p> <p>To replace the boiler at an estimated cost to carry out the work detailed in Option 2 of the report. (P) MB (S) AF All Agreed.</p> <p>The budget for the boiler and associated costs to taken from the Contingency Fund.  (P) AF (S) WE All Agreed</p> <p>To delegate authority to the RFO in liaison with the Chairman of Town Hall working group for the choice of contractor or contractors to carry out the agreed works.  (P) DC (S) ME All Agreed</p> <p>To request a structural survey to the chimney to be carried out by Graham Ford the structural surveyor. (P) DC (S) KL All Agreed</p>	RFO RFO RFO RFO
	<p><b>Resolution to exclude the public:</b> on the grounds that the information to be discussed is of a confidential nature taken at 9.05pm (P) DC (S) ME All Agreed  Public Bodies (Admission to Meetings) Act 1960 s1(2) refers.  The public left the meeting</p>	
18.	<p><b>Draft Budget 2016-17:</b> Following discussion members RESOLVED: to recommended that the draft budget was sent to Full Council for adoption. (P) AF (S) WE All Agreed.</p>	RFO
	<p><b>At 9.30pm the Chairman requested officers leave the meeting.</b></p>	
	<p>Minute supplied by Cllr Friend</p> <p>Members discussed the layout of the Town Hall office and RESOLVED: To partition a section of the area to give the Town Clerk her own office (subject to her approval). Budget for this to be taken from the capital fund up to an amount of £2,500, and works to be carried out by current approved on-site contractor. (P) WE (S) AF All Agreed</p> <p>Members further RESOLVED: Chairman and Vice Chairman of the Staff Liaison panel are instructed to authorise the current approved on-site contractor to go ahead with work providing it is within agreed budget and oversee the project with the Town Clerk.  (P) BF (S) DB All Agreed</p>	RFO
	<p>Date of next meeting: Monday 11<sup>th</sup> January 2016</p>	

