

DEAL TOWN COUNCIL – MEMORANDUM

To: Cllr D Cronk Chairman of Deal Town Council
All council members

From: Lorna Crow, Town Clerk

Date: 12 December 2016

Re: Council Events

In January 2016 members considered and agreed the events list for the annual events organised by Deal Town Council. Please see below the list of proposed events for 2017 for consideration.

Event	Usual Date	Organised by
Holocaust Memorial Day	January 27	Events Manager (budget in place)
International Women's Day	March	Events Manager (budget to be agreed by council)
Annual Town Meeting	April	Town Clerk in liaison with the Events Manager. Outline of event presented to full council for information
End of Mayoral term event	April/May	Mayor's secretary in liaison with Mayor (budget agreed of up to £150).
Annual Meeting of the Council first order of business to elect Mayor	May	Town Clerk. Outline of agenda to be presented to full council for information
Mayoral Ceremonial evening	May	Mayors secretary in liaison with the Mayor
Heritage Open Days	September	Working Group consisting of Cllr Eddy, Town Clerk and the Events Manager. Outline already agreed by council, open day(s) to be dedicated to Elizabeth Carter 300 th birthday. Initial budget approved.
Deal Braderie	3 rd Sunday in September	Braderie administration officer in liaison with Town Clerk Outline for event to be presented to full council for agreement
Civic Charter Day	October	Mayors secretary in liaison with Mayor (budget in place)
Deal Photographic Competition	To be advised	In previous years this has been organised by Cllr Elliott in liaison with the East Kent Mercury.

Decision required: Members to consider above table of annual events to agree, add to or revise.

DEAL TOWN COUNCIL - MEMORANDUM

To: Councillor D Cronk, Chairman of Deal Town Council and all members
From: Lorna Crow, Town Clerk
Date: 5 December 2016
Subject: Braderie 2017

The Braderie had another successful year in 2016 and it is now time for council to consider if they wish to hold the event in 2017. The date the Braderie is normally held on is the 3rd Sunday in September which makes it the 17 September if agreed by Council.

If council agree to hold the Braderie for 2017 the following details need to be considered and agreed as they are included on the events management form that must be registered with Dover District Council;

Map

The route for the Braderie last year went from near Alfred Square to St Georges Path (next to St Georges Church), this provided 101 pitches (not including the shops) and proved very successful on the day.
 Officer recommendation: No change to route

Road Closures, Toilet and First Aid Cover

For the event last year council delegated authority to select a suitable provider for the road closures, toilet and first aid cover to the Braderie Officer and Town Clerk. (Three quotes would be requested)

Stall Prices/rules (rules attached for council agreement/decision)

The stall price last year was £35.00 for standard 8ft x 8ft

Stalls outside St Georges Church were the following:

4 stalls 8ft x 12ft £53.00

4 stalls 8ft x 10ft £44.00

The first 10 Charities who applied for a pitch were allowed one at half price

Shopkeepers on the Braderie route were permitted 1 free stall outside their shop if selling their usual goods and 1 ½ price stall to sell other goods, any additional stall required charged full price.

Officer recommendation: No change to rules or charges

There should be enough members of staff and councillors to marshall the event however, Roy Stone of the Regatta Association will hopefully be able provide additional Marshalls to help on the day if required. Last year council gave £10.00 to each Marshall (not staff/Cllrs') to spend in whatever restaurant or café they wished. Do council wish to provide £10.00 this year per Marshall?

Decisions required:

- Date of Braderie for 2017
- To agree to route of Braderie
- To consider delegating authority to the Braderie officer and Town Clerk to agree the provider of road closures, toilet and first aid.
- Allowance for additional Marshalls refreshments.

BRADERIE TERMS AND CONDITIONS 2017

1. Check-in time commences from 6.30am at Union Road Car Park. All traders must come to this site by 8.00am at the latest to be booked in by a Deal Town Council Officer. All pitches must be in place by 8.15am and vehicles off site by 8.30am, as the access roads will be closed from this time.
2. Access roads will re-open at 4.00pm, for this reason you will not be able to leave the site before this time.
3. To book a stall you must be 18 years of age or over. The stall must have someone of 18 years or over present at all times. **You are not permitted to sub-let your pitch.**
4. No doorways to shops/houses can be obstructed and all private property must be respected e.g. fencing, railings etc.
5. The standard pitch allowance is 8ft wide by 8ft long. There must be a 2ft space between alternate pitches for access, these will be marked out. Please note that in some areas of the route, pitch allowance will slightly encroach onto the road and the lay out of the pitch may need to accommodate street furniture.
6. The first 10 booking forms received from registered charities will get 1 pitch at half price. If you are raising money for charity you must also contact Dover District Council's Licensing Department, tel: 01304 872295 for a street collection permit.
7. You must keep your pitch clean and tidy and supply your own tables.
8. You may sell crafts, antiques, memorabilia, books, bric a brac, stamps, jewellery, plants and vintage clothing; you will not be permitted to sell food or drink.
9. You must only sell goods for which you have permission. The sale of guns, crossbows, axes, swords, knives, any weapons, replica weapons, pets, fireworks and counterfeit goods will not be permitted.
10. If you are selling furniture it must be easily portable.
11. No gazebos, caravans or tents are permitted as this is a **table top sale only.**
12. You must not obstruct the aisles and you must not use amplified sound.
13. No flammable materials may be used or stored.
14. Deal Town Council are not responsible for any losses or damages incurred by traders. You must not alter, erect, dismantle or abuse property in any way.
15. On the day of the Braderie, the Deal Town Council Braderie Officer's decision will be final in all matters; they can remove any trader at their discretion at any time, and reserve the right to reallocate your pitch at any time if they consider it to be necessary.
16. You must comply with the Health & Safety at Work Legislation and our Health and Safety Policy available from Deal Town Council. You must work in a safe way and minimise all the risks from any hazards.
17. In the unlikely event of the Braderie needing to close early for e.g. public safety reasons, inclement weather, you will be notified by the Deal Town Council Staff or Marshals on duty.

DEAL TOWN COUNCIL - MEMORANDUM

To: Councillor D Cronk, Chairman of Deal Town Council
All councillors
From: Lorna Crow, Town Clerk
Date: 10 January 2017
Subject: The Saint Omer Great War Centenary Exhibition

Deal Town Council has been approached by the Expeditionary Trust via KCC Councillor Eileen Rowbotham regarding the St Omer exhibition currently on display at the University of Kent.

Please see overleaf information sent by the trust.

Councillor Rowbotham is arranging a meeting with the Expeditionary Trust and interested parties which will include the Chairman of Deal Town Council to discuss the possibility of this exhibition being brought to Deal with extra panels added by local history groups focusing on Deal at that time.

Deal Town Council is asked to consider if they will support this project in principle with a view to the exhibition being displayed in Deal, at the Town Hall over a number of days. There will be costs involved with this project to help produce the extra display panels and the council would be asked to contribute however no exact costings are available yet as this will depend on how many are produced and how many organisations participate.

Decision required:

- Members to consider supporting in principle bringing the St Omer exhibition currently at the University of Kent to Deal.
- Members to consider providing free use of the Town Hall for this exhibition.
- Members to consider contributing to the costs of producing display panels to assist the local history groups.

A Joint Exhibition on the Centenary of the Great War by the twin towns of Saint Omer in the Pas-de-Calais and Deal in the County of Kent.

Saint Omer is commemorating the Centenary of the Great War with an exhibition in a historic building in the town's Motte Castrale (castle mound). A series of graphic panels reveal the presence of the British Army in Northern France and the relationship between the soldiers of the British Expeditionary Force and the citizens living behind the Line of the Western Front.

Twenty of Saint Omer's exhibition panels have been loaned to the University of Kent where they are on show at the Canterbury campus from January 10th until March 3rd 2017. Before they are returned to France, the Pays d'art et d'histoire department of Saint Omer is willing to exhibit the panels in Deal. Their gesture offers a unique opportunity for a joint exhibition that would mirror the impact of the Great War as experienced "at the grass roots" on both sides of the Channel.

Following its experience of working in partnership with the municipality of Saint Omer on projects concerned with the Centenary the UK Expeditionary Trust proposes the creation of a joint Anglo-French exhibition at Deal as set out below.

General theme.

The project's appeal would lie in its presentation of local history in the context of the Great War. It would reveal the different experiences of two towns who were allied in the same catastrophic conflict. For the first two years of the war Saint Omer served as the GHQ of the British Expeditionary Force and became the base of British air operations on the Western Front. By default, it became "an English town" with its citizens often feeling they were under virtual occupation by a friendly invader.

Deal, was just as heavily engaged in the war in its own way. In contrast to other towns in Britain, the war was very close. The guns could be heard from across the Channel and the town witnessed the constant flow of men and material to feed the Front. Airfields, camps and hospitals were established in the area whilst the people of Deal suffered sacrifices and privations as did their fellow citizens in the Pas-de-Calais.

Overall Concept

The most practical way to tell the story would be for Deal to produce a series of display panels to match those of Saint Omer. This would amount to some 12-15 panels created in a similar graphic style using photographs, posters, letters, newspaper reports, maps. Text would be in blocks of 100-150 words in both languages.

The exhibition of some 25-panels could also include three or four free-standing show cases containing items of human interest such as postcards, mementos , Tommies' personal kit. It would also be possible to display full-sized mannequins of a Tommy and a French Poilu.

In addition, two videos of archive film assembled by Saint Omer are available for projection in the committee room adjacent to the Main Town Hall. Additional material concerning Deal is likely to be available from the Imperial War Museum and other sources.

Location

The Town Hall would be an ideal location for the exhibition with a segment partitioned by theatre flats to create an area of seclusion from other activities. The flats would form a background for the panels.

Dates.

The contents of the Saint Omer exhibition at Canterbury will be available in early March 2017 and time will be needed to research and assemble Deal's displays. Fortunately the French panels can be easily transported and space would be needed to store them at Deal until the UK material is available.

Production schedule

For maximum efficiency and cost control the project could be created in three stages according to an agreed schedule.-

Stage 1

Initial research and acquisition of material .

An overall story-line and draft script should be created based on the fund of knowledge of local historians together with contributions from museums and academic institutions. The research and gathering of material would need to be co-ordinated and controlled

by an editorial group with sufficient funds to pay for any expenses such as travel, communications, and incidental costs like copying or copyright. It may be advisable to hire a professional writer to draft and produce texts for the panels. There would also be charges for translation.

It is estimated that some £2500-£3000 would kick-start the project. However, these initial costs may depend on the amount of cost-free effort and content material.

If a decision is made to continue the project it could then become a reality through design and construction.

Stage 2

Design and construction.

Appropriate design and graphic expertise would be needed to

- a) create 12 -15 Deal panels,
- b) supervise the exhibition's style and concept,
- c) control production
- d) oversee the layout and general impact of the exhibition.

This work could be provided by the professional expertise of Suzie Bridges (Design) and Ken Lloyd (Graphics) who have worked on the Saint Omer project. An estimate based on their costs would be

.Design	£5400
Construction	£1680

Stage 3

Assembly

The flats, panels and associated equipment (projectors) would need to be moved, assembled and erected on site. This should take no more than a day with a second day in reserve, A further day should be allowed for removal of the exhibition.

Funds would be required for the hire of partition "flats", show-cases, projector, labour and transport. These costs would depend on any in-house resources provided by the Council (e.g. transport, labour) However, a preliminary estimate could be to the order of £2,000.

Overheads.

The Expeditionary Trust is a non-commercial organisation. Its partnership with Saint Omer Exhibition consists primarily of consultancy, liaison and organisation of support for joint projects. The Trust's costs are estimated at £1000 to cover any travel and incidental administrative expenses.

Organisation

The council of Deal as commissioner of the project should appoint an editor and/or project director.

Terence Hughes
Director, Expeditionary Trust
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Deal Town Council

Council Meeting – 31st January 2017

Author: Cllr Ben Bano

Agenda Item:

Subject: Forthcoming speakers for Council Meetings

City of Sanctuary. Following a recent meeting held to mark United Nation Day on 24th October 2017, a request has been received for Deal to become a 'City of Sanctuary'. This is part of a fast growing movement of towns and cities which through various initiatives provide a welcome and support for people who are living in their communities as a result of war and persecution. This would fit well with our town motto 'Welcome the Stranger'. A briefing meeting has been organized for 1st February at the offices of the Samphire Project in Dover to which all Councillors are invited. Meanwhile it is proposed to invite a speaker to address the Council at a future meeting.

Social Exclusion. Members will be aware of the interest in issues of social exclusion in our town and the growing concerns of increasing dependence on agencies such as the food bank as agencies such as the DWP implement Government policies resulting from austerity measures. In order to decide Council's response to these issues, it is proposed to invite Sheila Harris, Organiser of the local Food Bank, to address the Council at a future meeting.

Recommendation

To invite representatives from the organisations above to address the Council at a future meeting.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr D Cronk, Chairman of Deal Town Council
All Members
From: Lorna Crow, Town Clerk
Date: 20 January 2017
Subject: Risk Management Schedule 2017 - 2018

The annual review of the Risk Management Schedule 2017/18 has been carried out by myself and the R.F.O. Please see attached

Please note that new sections have been added for BACS electronic bank payments and for the approved Credit Card.

Decision required: Members to consider and agree the Risk Management Schedule 2017-2018

Deal Town Council Revised (January 2017) Risk Management Schedule 2017 – 2018.

Consequences of Risk:

1. Increased costs:
 - Putting things right – legal & Auditor’s fees
 - Premium renewals
 - Loss of funds – fraud & misappropriation.
2. Litigation.
3. Loss of reputation.
4. Impede ability to bid for funds.

Specific Risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	Existing controls in place	Action Needed
Fixed Assets – under or over evaluation and unplanned emergency expenditure.	Low	Medium	<ul style="list-style-type: none"> • Annual review of level of insurance cover – included in Audit scrutiny. Professional advice sought regarding re-evaluation. • Appropriate level of reserves in place. 	Ongoing monitoring and inspection. Scheduled plan of works including ongoing maintenance schedule in place now that Deal Town Council owns freehold of Deal Town Hall.
Fixed Assets – missing assets	Low	Medium	<ul style="list-style-type: none"> • Annual review of asset register documented. 	Ongoing revision of asset register, monitoring and inspection.
Debtors	Low	Low	<ul style="list-style-type: none"> • Financial Regulations in place w.e.f. 31st March 2010. Electronic accounts are presented monthly to all Finance Committee & Full Council meetings. 	Ongoing monitoring. Financial regulations. Last updated 11 th April 2016

Cash risk – late banking of cash and cheques received.	Low	Low	<ul style="list-style-type: none"> • Documents in place e.g. expenses forms, petty cash forms etc. • Electronic spreadsheets now detail all transactions. 	Ongoing monitoring and inclusion in Internal Audit Control checks.
BACS Payments	Low	Low	<ul style="list-style-type: none"> • Amendments to add payees requires authorisation by Town Clerk and RFO • Scrutiny by Finance Committee and Full Council of financial records at all scheduled meetings. • Responsibility for internal financial control procedures in place. • Two authorised Councillor Bank Signatories required to authorise and sign all BACS payments once the invoice has been verified by the R.F.O. • Adequate number of authorised Councillor Signatories in place. 	Ongoing monitoring including internal and external audit control procedures.
Credit Card	Low	Low	<ul style="list-style-type: none"> • Card kept locked away by Town Clerk • Only issued to RFO when agreed expenditure is required to be paid by card and when alternative methods of payment are not suitable. • Monthly Direct Debit to clear 	Ongoing monitoring including internal and external audit control procedures.

			<ul style="list-style-type: none"> balance Monthly statement checked by Town Clerk, RFO and two authorised Councillors Scrutiny by Finance Committee and Full Council of financial records at all scheduled meetings. Responsibility for internal financial control procedures in place. Adequate number of cheque signatories in place. Two authorised Councillor Bank Signatories required to authorise and sign all cheque payments once the invoice has been verified by the R.F.O. 	<p>Ongoing monitoring including internal and external audit control procedures.</p>
<p>Bank & Cash – segregation of duties</p>	<p>Low</p>	<p>Low</p>		
<p>Budget Overspend</p>	<p>Low</p>	<p>High</p>	<ul style="list-style-type: none"> Budget preparation undertaken from November onwards for the following year and discussed by the Finance Committee before the budget and precept are agreed and ratified by Full Council. Budget to actual income reviewed monthly. All invoices scrutinised to ensure they match quotation figures. Staff to seek competitive quotations for all purchases as 	<p>Accounts are presented to the scheduled Finance Committee and Full Council meetings. Bank reconciliation is completed monthly. Appropriate level of financial reserves in place for unexpected expenditure that could not have been anticipated.</p>

			<p>required by Financial Regulations and Standing Orders.</p> <ul style="list-style-type: none"> • Staff salaries reviewed annually in accordance with staff contracts. 	
<p>Loss of funds due to misappropriation of public money.</p>	<p>Low</p>	<p>High</p>	<ul style="list-style-type: none"> • A list of all accounts for payment is authorised at Full Council meetings, recorded in the minutes and duly signed by the Chairman. • All cheque and BACS payments are verified by the R.F.O and then signed by two authorised Councillor Bank Signatories who also sign the invoice stamp and initial the cheque book stub or BACS authorisation sheet. • No members of staff are authorised to sign cheques. • No Councillors are authorised to sign incomplete cheques. • Council has the ability to view instruments of payment and receipt through the Bank Line service. • All expenses claims are made on the appropriate claim forms with receipts attached as appropriate. 	<p>All statutory requirements and deadlines to be met. Internal Control checks to be undertaken by appointed Councillors to ensure governance procedures are adhered to. The R.F.O to ensure that a pool of signatories remains available to the Council in order to conduct timely financial transactions.</p>

			<ul style="list-style-type: none"> • The Town Clerk and/or DDC maintain a register of Councillor Declaration of Interests. • Declarations of Interest are also recorded in the minutes at all meetings. • Members have a duty to declare any interest at meetings. • All statutory requirements for public reporting of accounts are met. • Independent Internal Auditors are appointed annually. • The Council has its accounts audited each year by external auditors and the auditor appointed by the Audit Commission. 	
Creditors – unknown liabilities	Low	Low	<ul style="list-style-type: none"> • Financial Regulations in place w.e.f. 31st March 2010. • Electronic accounting system in place. • Financial reports are presented to all scheduled Finance & Full Council meetings. 	Ongoing monitoring. Financial regulations. Last updated 11 th April 2016
Non - compliance by Councillors with statutory requirements.	Low	High	<ul style="list-style-type: none"> • All resource material has been updated including new Financial Internal Controls – Governance & Accountability (England): A Practitioners 	Training strategy for staff and Councillors developed. Internal Financial Controls undertaken by two nominated

			<ul style="list-style-type: none"> • Guide 2010 refers. • The Kent Code of Conduct for Members was adopted by Deal Town Council w.e.f. 1st July 2012. • Advice for Council is the Town Clerk who is CILCA qualified. • All resolutions are recorded clearly in the minutes and confirmed and signed by the Chairman at the next meeting. • Clear Terms of Reference and Standing Orders are in place. 	Members ongoing. Standing Orders and Terms of Reference reviewed annually.
Fidelity Insurance	Low	Medium	<ul style="list-style-type: none"> • Annual review of level of cover to meet with the Audit Commission guidelines and formula. 	Annual review.
Financial Bonds & exposure to single Bank	Low	High	<ul style="list-style-type: none"> • Annual formal review (January 2016) and regular informal dialogue with Bank Adviser. • Full Council authorises movement of investment funds – the amount covered for compensation by the Financial Services Association has decreased to a total amount of £75,000. 	Ongoing review of financial market.
Business Continuity – Council not being able to continue its business due to	Medium	High	<ul style="list-style-type: none"> • Back up of electronic financial records held on and off site. • Monthly manual print out of financial records held in case 	Ongoing review of IT and financial recording systems. IT back up system in place.

unexpected or tragic circumstances.			<ul style="list-style-type: none"> of IT failure. All Council documents are held in Town Hall. Insurances are in place including Public Liability cover of £10,000,000. The Town Clerk conducts staff appraisal interviews and reviews of their job descriptions and training needs. 'Back to Work' interviews are conducted by the Town Clerk for all staff on return to work after a period of sickness absence. All policies are accessible for all staff. Qualified Town Clerk in post to advise Council. Advisory and support services contract in place with Ellis Whittam on matters relating to Employment Law and Health & Safety. Risk Assessments undertaken for all events hosted by Deal Town Council. 	<p>Council signed with Ellis Whittam for HR and Health & Safety advisory and support services.</p> <p>All insurance policies reviewed annually.</p> <p>Staff encouraged to undertake training relevant to the posts covered.</p>
Litigation – Employment Tribunals, claims for damages, discrimination or compensation.	Low	High		
Loss of Town Clerk	Low	High	<ul style="list-style-type: none"> R.F.O has completed WYVC course and is now working towards CILCA qualification. 	<p>Staff Liaison panel to have regular meetings with Town Clerk and R.F.O.</p> <p>Annual appraisal review to be</p>

			<ul style="list-style-type: none"> • SLCC membership in place – can provide a locum Town Clerk if needed. • KALC membership in place – will advise Council accordingly. 	<p>undertaken for Town Clerk in accordance with contract of employment – review to include workload, terms and conditions, working environment, resources and job description.</p>
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Deal Town Council

Review undertaken: Jan 2017.

Next review: Jan 2018.

DEAL WITH IT – TRANSITION DEAL ACTIVITIES IN 2016 : Report to Council

I have been attending meetings of 'Deal With It' (DWI), as the Town Council's representative.

DWI is part of the Town Transition Movement and is a local environmental group working to make Deal a greener town and helping the community to cope with the changes that climate change will bring. It is run solely by volunteers and has no funding other than that raised by voluntary contributions. Pupils at the Downs School chose DWI as recipient of funds raised from their environmental project in 2016.

In January, DWI was invited by the Kent Wildlife Trust to a workshop to discuss their 'Guardians of the Deep' project to complement the Marine Conservation Zones.

The Landmark Garden and Deal Station Garden were part of the town's entry into S.E in Bloom and the Landmark Garden was one of the five open gardens under the National Garden (Yellow Book) Scheme and had 500 visitors in July. Work has continued throughout the year in both the gardens and there was wildflower planting at Deal Station Meadow and poppy seed planting at waste land on West Street in February.

There were 4 events in the Landmark Garden – 2 seed and plant swaps in March and May, an Autumn Celebration in November and a Winter Solstice Celebration, all with food and music and were very well attended.

In October, DWI took part in KCC's Neighbourhood Forum at the Astor.

In November DWI participated in the Friends of the Earth Clean Air Campaign by placing 2 Air Quality Monitors in Deal, one in North Deal (lower than advised safe limits) and one near Deal Castle (higher than advised safe limits)

DWI has organised 8 beach cleans in 2016 on Deal Beach, Walmer Beach and Sandown Beach, two of which were to support the work of the Marine Conservation Society. The group has also participated in litter picks around the town before the Britain in Bloom competition and also took part in the Sholden Parish Council litter pick. 176 volunteers were involved during the year and 420kgs of rubbish was collected. This amounted to 300hours collectively donated to the community.

A full programme of similar activities and projects is planned for 2017,

Peter Inch, with information supplied by Victoria Nicholls

North Deal Community Company – Report to Council

North Deal Community Council Ltd is the legal and financial body responsible for Golf Road Centre and the project based in the Western Road Playing Field, now known as the North Deal Park.

I have been attending events at the Centre, including the recent Steering Group meeting, as Deal Town Council representative.

The NDCC has been working with DDC for several years and provided the consultation work to enable plans to be drawn up for the proposed replacement of the children's Play Area.. Two tenders were displayed at the 2015 AGM in November, and local residents were invited to make comments which eventually led to Wicksted being chosen as the contractor. Work began in April 2016 and the resulting play area was an immediate success, shown by the significant increase in the park's use by people of all ages.

The available facilities were given a boost in March 2016 when the NDCC was awarded a grant of £10,000 to create a wildlife area and to plant additional trees. The grant came from the Bags for Life Scheme run by Tesco. Work started in December 2016 and 12 semi-mature trees were planted across the site and numerous bird and insect friendly plants added to a large area behind Northwall Road and Western Road to encourage wildlife. The project is due to finish in March 2017.

The Centre continues to act as a host to East Kent College, who operate the Café as a curriculum based activity for students with supported learning needs. The café provides teas and coffees during the morning and afternoon and cooked lunches for about 15 people a day.

The 5th Birthday of the opening of the Golf Road Centre was celebrated in July, and it continues to be a focus for many classes and activities, not only for the local community but also residents from further away. The Centre is very well run and now employs three part-time staff, a Centre Manager, a Bookkeeper and a Caretaker, all other work is carried out by a team of over 50 volunteers. More helpers are always needed (my wife, Eleanor, and I have just joined the volunteer team!).

Peter Inch

Mayor's Engagement List for November 2016

DATE	EVENT	VENUE
Wednesday 2nd	Deputy Constable's Reception	Dover Castle
Sunday 6th	Civic Service	Fordwich
Friday 11th	Remembrance Service	Hamilton Road Cemetery
	Charity Auction	Deal 1919 Club
Sunday 13th	Remembrance Service	Deal Hospital
Friday 18th	Christmas Lights Switch On	Deal High Street
Monday 21st	Friends of Deal Hospital AGM	Deal Hospital
Saturday 26th	Village Store Opening	Sholden

Deputy Mayor's Engagement List for July 2016**No engagements**

Mayor's Engagement List for December 2016

DATE	EVENT	VENUE
Thursday 1st Dec	Advent Tea Party	St Andrews Church Hall
Saturday 3rd Dec	Christmas Variety Show	St Georges Hall
Tuesday 6th Dec	The Somme Presentation	ACF Hut Deal
Saturday 10th Dec	Cocktail Party	Deal Town Hall
Sunday 11th Dec	Charity Christmas Lunch	Ramsgate
Thursday 15th Dec	Pupils Panto	Goodwins Academy Deal
Saturday 17th Dec	Carol Service	Deal Bandstand
Sunday 18th Dec	Christmas Fayre	Deal Town Hall
Monday 19th Dec	Carol Service	Deal Hospital
Tuesday 20th Dec	KMHF Christmas Concert	Dover Castle
	Christmas Party	Walmer Care Centre
Christmas Day	Christmas Visits	Deal Hospital & Salvation Army
Boxing Day	Boxing Day Dip & ACE Lunch	Deal

Deputy Mayor's Engagement List for December 2016

Thursday 22nd Dec	Christmas Party	QEQM Margate
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KCC Report to Deal Town Council 31 January 2017

County Council: Full council received annual reports from the Adult Safeguarding Board and the Health and Wellbeing Board. A Vision and Strategy for Adult Social Care 2016-21 was agreed. UKIP put forward a motion seeking specific provisions for the deaf. This was amended to provide for investigating how provision could be improved. In response to suggestions from the local MP that the former Walmer Science College be turned into a grammar school annex, I asked a formal question about the future of the site when the Goodwins Academy ceases to use the site in September. The response was that council officers were negotiating to turn the site into a district-wide Pupil Referral Unit. They were also negotiating with Your Leisure over the future of the existing gym on the site.

Joint Transportation Board: Trial lorry parking prohibition proposals for parts of Dover were approved, and proposals for bus and coach parking on Dover seafront were discussed and approved in part. The Winter Service Plan and the Highways Maintenance work programme were noted.

Cabinet: The regular budget monitoring report, followed by a briefing on the Autumn Statement, was depressing with substantial shortfalls being predicted. The Performance Indicators looked superficially good though they suggested that the targets are set too low. The figures for early help for children in need were poor and the rate of highways repairs was worsening.

At the first Cabinet of this year, the budget monitoring was still depressing. The Education Commissioning Plan, which plans school places and school buildings, was agreed. A report on delayed discharges from hospitals was taken as an urgent item, which blamed everybody except KCC.

Growth, Environment and Transport Directorate Briefing: These are provided regularly to the opposition groups. This one concentrated on the environment and the strange financial and administrative arrangements surrounding the Coroner's Service.

Fire and Rescue Authority: While the number of domestic fires continues to fall gradually, the total number of fires has plateaued. There were some disposals of Authority land in the centre of the county. There was a presentation on the Fire and Rescue Service Reform Agenda.

Health Overview and Scrutiny Committee: I was unable to attend the Ambulance Service working group of HOSC representatives from across the SECAMB area, but the PowerPoint slides are impressive!

Environment and Transport Committee: There have been two, one dealing with the draft KCC budget which have even less funding for road maintenance. The other had a 600 page agenda, mainly devoted to agreeing the Waste Plan and various highways forward plans.

Youth Advisory Group: The third meeting in four years! This brings together members, officers and service users.

