



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)

[www.deal.gov.uk](http://www.deal.gov.uk)

**To all Committee Members:** You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at the Town Hall on **Tuesday 22 March 2022** at 7.15pm to transact the business shown on the agenda below.

**Members of the public and press are welcome to attend**

Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Monday 21 March by email to [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk) or post to the above address. These statements will be circulated to all present at the meeting and become part of the public record of the meeting, names will be redacted.

**Paul Bone**  
**Responsible Finance Officer**

**Date: 15 March 2022**

### AGENDA

1	<b>Chairman's opening remarks:</b>	Chairman
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.	Attach. 1
4	<b>Public Participation and Statements received:</b> For councillor information: Members of the public may make representations, answer questions and give evidence at the meeting in respect of the business on the agenda. This shall not exceed 15 minutes	
5	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 18<sup>th</sup> January 2022 for approval and signing:</b> Decision required	Attach. 2
6	<b>Finance:</b> Income & Expenditure figures and Full Bank reconciliation to 28 <sup>th</sup> February 2022 – Information to note	Attach. 3
7	<b>Braderie:</b> Decisions required	Attach. 4
8	<b>Saturday Market:</b> A) 2 year plan: Decisions required B) Market Rules: Decision required	Attach. 5 Attach. 6
9	<b>Wednesday Market, &amp; Quarterly Specialist Market:</b> Decisions required	Attach. 7
10	<b>Charity Undercroft hire &amp; Friday Market hire:</b> Decisions required	Attach. 8
11	<b>Public Toilets - DDC funding request 2022-23:</b> Decision required	Attach. 9
12	<b>Grants:</b> 1) Grants 2021-22 update: Information to note 2) Grants 2022-23: Decision required	Attach. 10 Attach. 11
13	<b>Allotments:</b> Decision required	Attach. 12
14	<b>DTC Internal Auditor:</b> Decision required	Attach. 13
	<b>Date of next F&amp;GP Committee meeting:</b> 17 <sup>th</sup> May 2022	

**Members Cllrs, DC, SB, BB, TB, ME, & TT**

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.



ATTACH ②

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The Minutes of the Finance & General Purposes Committee at Deal Town Hall on Tuesday 18<sup>th</sup> January 2022 at 7.15pm

Present: Cllr D Cronk (Chairman) Cllr S Beer (Vice-Chairman)  
Cllr C Turner (Ex-Officio) Cllr B Bano  
Cllr T Bond Cllr T Thompson

Officers: Mr P Bone (Deputy Town Clerk) Other: None  
Miss J Harper (Asst. to the Town Clerk)  
Mrs H McAdam (Finance Asst.)

### MINUTES

1	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions.	Chairman
2	<b>Apologies for absence:</b> Cllr M Eddy	
3	<b>Declarations of interest:</b> Cllr S Beer declared a VAOI for agenda item 7, South East Coast – Age UK, as until recently she was a member of the board.	
4	<b>The minutes of the Extra Ordinary meeting of the Finance &amp; General Purposes Committee meeting held on 13<sup>th</sup> December 2021:</b> Members RESOLVED: To accept the minutes of the Extra Ordinary Meeting of the Finance & General Purposes Committee meeting held on 13 <sup>th</sup> December 2021 as a true and accurate record. (P)BB (S)SB. 4 For, 2 Abstentions. Agreed. The Chairman duly signed the minutes.	Chairman
5	<b>Statements received from members of the public on items relating to the agenda to be circulated at the meeting:</b> None received.	
6	<b>Finance:</b> Income & Expenditure figures and Full Bank reconciliation from 1st November 2021 to 30 <sup>th</sup> November 2021: Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation from 1st November 2021 to 30 <sup>th</sup> November 2021. (P)CT (S)BB. All Agreed.	
7	<b>Grants 2021-22:</b> <b>i) Grants 2021-22 Round 2:</b> Members RESOLVED: <ul style="list-style-type: none"> <li>1) <b>Deal, Walmer &amp; Kingsdown amateur Rowing Club</b> - To award a FULL Grant of £598.80 towards the purchase of a defibrillator cabinet, lock, heater and light to make the existing defibrillator they have accessible for public use</li> <li>2) <b>Inspiring People Through Horses</b> - To award a Partial Grant of £875 towards the costs of providing Equine Facilitated Learning and Equine Assisted Therapy projects to vulnerable people and to recommend that they seek additional funds from other Parish Councils in their catchment areas.</li> <li>3) <b>South East Coast- Age UK</b> - To award a FULL Grant of £2,000 towards the costs of Electrical, plumbing, construction works, kitchen equipment and appliances for a kitchen upgrade.</li> <li>4) <b>Kent Coast Volunteering</b> - To award a Partial Grant of £1,125 towards the recruitment and training of new volunteers for a befriending scheme.</li> </ul>	R.F.O   R.F.O  R.F.O R.F.O

	<p>5) <b>Deal Film Festival</b> - To award a FULL Grant of £1,000 towards a new projector for the film club.</p> <p>(P)SB (S)CT. All agreed.</p> <p>ii) <b>Grants 2021-22 Round 1:</b> Request to vary the conditions of a grant: Members <b>RESOLVED:</b> To accept the request from the North Deal Community Company Ltd to change the use of the grant from an After School Dinner and Homework Club for primary aged children to Pre-School children and agreed that the funding remains in place. (P)TB (S)TT. All agreed.</p>	<p>R.F.O</p> <p>R.F.O</p>
	<p><b>Resolution to exclude the public:</b> Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature taken at 7.32pm. (P)CT (S)SB. All Agreed.</p>	
8	<p><b>Precept 2022/23:</b> Following discussion members <b>RESOLVED:</b> To accept the recommendation from the R.FO to recommend to Full Council that the Precept is set at £475,261.00 to fund the Draft budget as recommended by this committee to Full Council with no additional draw on the General Reserve. (P)SB (S)DC. 5 For, 1 Against. Agreed. Cllr T Bond requested that his vote against was recorded.</p>	R.F.O
	<p><b>The Chairman closed the meeting at: 7.44pm</b></p>	

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ATTACH

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Date: 07/03/2022

Deal Town Council

Page 1

Time: 12:49

Bank Reconciliation Statement as at 07/03/2022  
for Cashbook 1 - Nat West Combined A/C's

User: HEATHER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current A/C	28/02/2022		100.00
Nat West Deposit A/C	28/02/2022		489,603.17
			<u>489,703.17</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			489,703.17
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			489,703.17
		Balance per Cash Book is :-	489,703.17
		Difference is :-	0.00

**Bank Reconciliation Statement as at 07/03/2022  
for Cashbook 2 - Nat West Mayors Charity Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity A/C	28/02/2022		1,618.74
			<u>1,618.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,618.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,618.74
		<b>Balance per Cash Book is :-</b>	<b>1,618.74</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 3 - Prepaid Card

User: HEATHER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PRE-PAID CARD	28/02/2022		1,535.10
			<u>1,535.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			1,535.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	<u>0.00</u>
			1,535.10
		Balance per Cash Book is :-	1,535.10
		Difference is :-	0.00

**Bank Reconciliation Statement as at 07/03/2022  
for Cashbook 4 - Town Hall Petty Cash**

User: HEATHER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	28/02/2022		112.39
			<u>112.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			112.39
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			112.39
		<b>Balance per Cash Book is :-</b>	<b>112.39</b>
		<b>Difference is :-</b>	<b>0.00</b>



## Detailed Income &amp; Expenditure by Budget Heading 07/03/2022

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Income</b>								
1076 Precept	0	402,166	402,166	(0)			100.0%	
1080 Bank Interest	4	49	2,000	1,951			2.5%	
1999 Misc. Income	0	22,399	0	(22,399)			0.0%	
General Income :- Income	<u>4</u>	<u>424,615</u>	<u>404,166</u>	<u>(20,449)</u>			<u>105.1%</u>	<u>0</u>
<b>Net Income</b>	<u>4</u>	<u>424,615</u>	<u>404,166</u>	<u>(20,449)</u>				
<b>200 Staff Costs</b>								
4000 Salaries Gross	26,358	240,566	283,000	42,434		42,434	85.0%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4060 Official Car Lease	296	3,268	3,564	296		296	91.7%	
4065 Official Car Fuel	36	198	480	282		282	41.2%	
4070 Training	0	35	2,000	1,965		1,965	1.8%	
4075 Staff Uniforms	18	18	250	232		232	7.0%	
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4085 Payroll Services	0	24,544	0	(24,544)		(24,544)	0.0%	
4090 Staff Recruitment	0	524	750	226		226	69.8%	
4420 Subscriptions	0	351	0	(351)		(351)	0.0%	
Staff Costs :- Indirect Expenditure	<u>26,707</u>	<u>269,503</u>	<u>291,674</u>	<u>22,171</u>	<u>0</u>	<u>22,171</u>	<u>92.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(26,707)</u>	<u>(269,503)</u>	<u>(291,674)</u>	<u>(22,171)</u>				
<b>210 Civic</b>								
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	0	1,000	1,000		1,000	0.0%	
4200 Cllr. Allowances	0	1,800	4,800	3,000		3,000	37.5%	
4210 Hospitality	228	1,724	2,000	276		276	86.2%	
4220 Robes & Regalia	0	40	0	(40)		(40)	0.0%	
4225 Mayoral Travel & Subsistence	0	0	100	100		100	0.0%	
4230 Mayor Expenses	(10)	349	1,000	651		651	34.9%	
4235 Deputy Mayor Expenses	0	0	500	500		500	0.0%	
4240 Mayoress Expenses	0	108	500	392		392	21.6%	
4245 Town Sergeant Expenses	0	23	0	(23)		(23)	0.0%	
4420 Subscriptions	0	10	0	(10)		(10)	0.0%	
Civic :- Indirect Expenditure	<u>218</u>	<u>4,054</u>	<u>10,000</u>	<u>5,946</u>	<u>0</u>	<u>5,946</u>	<u>40.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(218)</u>	<u>(4,054)</u>	<u>(10,000)</u>	<u>(5,946)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 07/03/2022

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>220 Administration</b>								
4070 Training	370	3,250	0	(3,250)		(3,250)	0.0%	
4080 HR & HS	0	2,978	1,530	(1,448)		(1,448)	194.6%	
4300 Mobile Phones	75	1,024	300	(724)		(724)	341.3%	
4305 Stationery	357	2,023	2,000	(23)		(23)	101.1%	
4310 Postage	0	724	500	(224)		(224)	144.7%	
4315 Bank Charges	109	1,259	700	(559)		(559)	179.9%	
4320 General Admin	987	6,633	8,800	2,167		2,167	75.4%	
4325 Office Equipment	75	490	0	(490)		(490)	0.0%	
4330 IT Equipment	0	10,315	4,000	(6,315)		(6,315)	257.9%	
4335 IT Support & Website	705	7,438	6,000	(1,438)		(1,438)	124.0%	
4340 Telephone & Broadband	174	1,030	0	(1,030)		(1,030)	0.0%	
4345 Pat Testing	0	0	750	750		750	0.0%	
4355 Premises (Running Costs)	887	17,458	18,500	1,042		1,042	94.4%	
4360 Insurance	0	5,523	6,000	477		477	92.0%	
4365 Legal Advice	0	0	500	500		500	0.0%	
4370 Election Costs	0	5,666	6,500	834		834	87.2%	
4375 Marketing/Communications	0	1,194	2,000	806		806	59.7%	
4380 Contingency	0	0	10,000	10,000		10,000	0.0%	
4390 Waste & Recycling	394	4,445	1,750	(2,695)		(2,695)	254.0%	
4405 Annual Planting	0	5,376	10,000	4,624		4,624	53.8%	
4410 Flags	0	0	180	180		180	0.0%	
4415 Audit Fees	0	2,175	2,500	325		325	87.0%	
4420 Subscriptions	104	1,184	0	(1,184)		(1,184)	0.0%	
4425 Town Plan	1,095	4,324	0	(4,324)		(4,324)	0.0%	
4430 Data Protection Officer	0	840	1,000	160		160	84.0%	
4435 General Maintenance	32	3,843	4,000	157		157	96.1%	
Administration :- Indirect Expenditure	<b>5,363</b>	<b>89,191</b>	<b>87,510</b>	<b>(1,681)</b>	<b>0</b>	<b>(1,681)</b>	<b>101.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,363)</b>	<b>(89,191)</b>	<b>(87,510)</b>	<b>1,681</b>				
<b>250 Grants &amp; Donations</b>								
4470 Annual Grants	1,599	17,218	10,000	(7,218)		(7,218)	172.2%	
4475 Special Projects	4,000	4,000	20,000	16,000		16,000	20.0%	
4480 Christmas Light Fund	0	0	2,000	2,000		2,000	0.0%	
4485 Food Poverty Fund	0	0	20,000	20,000		20,000	0.0%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	<b>5,599</b>	<b>21,218</b>	<b>52,500</b>	<b>31,282</b>	<b>0</b>	<b>31,282</b>	<b>40.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,599)</b>	<b>(21,218)</b>	<b>(52,500)</b>	<b>(31,282)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 07/03/2022

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>260 Aster Theatre</b>								
1000 Grants Received	0	5,000	0	(5,000)			0.0%	
Aster Theatre :- Income	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>(5,000)</u>				<u>0</u>
Net Income	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>(5,000)</u>				
<b>300 Town Hall</b>								
1100 Wedding Hire	300	8,240	5,500	(2,740)			149.8%	
1105 Chamber Hire	0	481	2,500	2,019			19.2%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	0	0	1,000	1,000			0.0%	
1120 Police Office Rent	0	6,750	0	(6,750)			0.0%	6,750
Town Hall :- Income	<u>300</u>	<u>15,471</u>	<u>10,000</u>	<u>(5,471)</u>			<u>154.7%</u>	<u>6,750</u>
4070 Training	0	1,046	0	(1,046)		(1,046)	0.0%	
4310 Postage	0	101	0	(101)		(101)	0.0%	
4360 Insurance	0	7,116	0	(7,116)		(7,116)	0.0%	
4420 Subscriptions	80	405	0	(405)		(405)	0.0%	
4500 Repairs & Maintenance	12	4,084	5,000	916		916	81.7%	
4505 Under Croft Cleaning	0	0	1,000	1,000		1,000	0.0%	
4510 Furniture & Equipment	0	130	1,000	870		870	13.0%	
4520 Boiler Service & Maint.	0	167	500	333		333	33.3%	
4525 Window Cleaning	0	0	1,530	1,530		1,530	0.0%	
4530 Gas	516	1,366	0	(1,366)		(1,366)	0.0%	
4540 Water	53	194	0	(194)		(194)	0.0%	
4550 TH Events	(456)	806	0	(806)		(806)	0.0%	
4720 Licences	0	513	0	(513)		(513)	0.0%	
Town Hall :- Indirect Expenditure	<u>205</u>	<u>15,928</u>	<u>9,030</u>	<u>(6,898)</u>	<u>0</u>	<u>(6,898)</u>	<u>176.4%</u>	<u>0</u>
Net Income over Expenditure	<u>95</u>	<u>(457)</u>	<u>970</u>	<u>1,427</u>				
6001 less Transfer to EMR	0	6,750						
Movement to/(from) Gen Reserve	<u>95</u>	<u>(7,207)</u>						
<b>310 VIC</b>								
1200 VIC Income	0	1	1,000	999			0.1%	
1205 VIC Sales - Commission	0	0	500	500			0.0%	
VIC :- Income	<u>0</u>	<u>1</u>	<u>1,500</u>	<u>1,499</u>			<u>0.1%</u>	<u>0</u>
4605 Terminal Charges	47	571	500	(71)		(71)	114.2%	
4620 Ticket Sales	0	95	0	(95)		(95)	0.0%	
VIC :- Indirect Expenditure	<u>47</u>	<u>667</u>	<u>500</u>	<u>(167)</u>	<u>0</u>	<u>(167)</u>	<u>133.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(47)</u>	<u>(665)</u>	<u>1,000</u>	<u>1,665</u>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 07/03/2022

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>400 Wed/Fri Market</b>								
1400 Wednesday Market Traders	0	0	2,750	2,750			0.0%	
1405 Friday Market Traders	0	0	2,250	2,250			0.0%	
Wed/Fri Market :- Income	0	0	5,000	5,000			0.0%	0
4730 Market General Costs	0	488	500	12		12	97.6%	
Wed/Fri Market :- Indirect Expenditure	0	488	500	12	0	12	97.6%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(488)</b>	<b>4,500</b>	<b>4,988</b>				
<b>410 Saturday Market</b>								
1410 Market Traders	2,347	27,480	22,000	(5,480)			124.9%	
Saturday Market :- Income	2,347	27,480	22,000	(5,480)			124.9%	0
4070 Training	1,000	1,000	0	(1,000)		(1,000)	0.0%	
4420 Subscriptions	0	426	0	(426)		(426)	0.0%	
4715 Profit Share	0	0	2,000	2,000		2,000	0.0%	
4730 Market General Costs	28,857	38,348	3,000	(35,348)		(35,348)	1278.3%	
4735 Market Licence	0	0	1,500	1,500		1,500	0.0%	
Saturday Market :- Indirect Expenditure	29,857	39,774	6,500	(33,274)	0	(33,274)	611.9%	0
<b>Net Income over Expenditure</b>	<b>(27,510)</b>	<b>(12,294)</b>	<b>15,500</b>	<b>27,794</b>				
<b>420 Braderie Market</b>								
1415 Braderie stall holders	0	0	4,440	4,440			0.0%	
Braderie Market :- Income	0	0	4,440	4,440			0.0%	0
4705 Road Closure	0	0	700	700		700	0.0%	
4720 Licences	0	0	1,200	1,200		1,200	0.0%	
4725 First Aid	0	0	200	200		200	0.0%	
4740 Toilet Hire	0	0	200	200		200	0.0%	
Braderie Market :- Indirect Expenditure	0	0	2,300	2,300	0	2,300	0.0%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,140</b>	<b>2,140</b>				
<b>500 Public Conveniences</b>								
4800 Public Conveniences	0	27,553	31,682	4,129		4,129	87.0%	
Public Conveniences :- Indirect Expenditure	0	27,553	31,682	4,129	0	4,129	87.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(27,553)</b>	<b>(31,682)</b>	<b>(4,129)</b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 07/03/2022

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>600 Allotments Golf Road</b>								
1500 Allotment Income	1,032	2,535	1,334	(1,201)			190.1%	
Allotments Golf Road :- Income	<b>1,032</b>	<b>2,535</b>	<b>1,334</b>	<b>(1,201)</b>			<b>190.1%</b>	<b>0</b>
4500 Repairs & Maintenance	0	130	1,800	1,670		1,670	7.2%	
4540 Water	0	961	600	(361)		(361)	160.2%	
Allotments Golf Road :- Indirect Expenditure	<b>0</b>	<b>1,091</b>	<b>2,400</b>	<b>1,309</b>	<b>0</b>	<b>1,309</b>	<b>45.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,032</b>	<b>1,444</b>	<b>(1,066)</b>	<b>(2,510)</b>				
<b>610 Allotments Park Ave</b>								
1500 Allotment Income	933	2,505	1,333	(1,172)			187.9%	
Allotments Park Ave :- Income	<b>933</b>	<b>2,505</b>	<b>1,333</b>	<b>(1,172)</b>			<b>187.9%</b>	<b>0</b>
4500 Repairs & Maintenance	0	3,844	1,800	(2,044)		(2,044)	213.6%	
4540 Water	77	199	600	401		401	33.2%	
Allotments Park Ave :- Indirect Expenditure	<b>77</b>	<b>4,043</b>	<b>2,400</b>	<b>(1,643)</b>	<b>0</b>	<b>(1,643)</b>	<b>168.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>856</b>	<b>(1,538)</b>	<b>(1,067)</b>	<b>471</b>				
<b>620 Allotments Mill Road</b>								
1500 Allotment Income	955	2,227	1,333	(894)			167.1%	
Allotments Mill Road :- Income	<b>955</b>	<b>2,227</b>	<b>1,333</b>	<b>(894)</b>			<b>167.1%</b>	<b>0</b>
4500 Repairs & Maintenance	0	1,951	1,800	(151)		(151)	108.4%	
4540 Water	116	557	400	(157)		(157)	139.3%	
Allotments Mill Road :- Indirect Expenditure	<b>116</b>	<b>2,509</b>	<b>2,200</b>	<b>(309)</b>	<b>0</b>	<b>(309)</b>	<b>114.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>838</b>	<b>(282)</b>	<b>(867)</b>	<b>(585)</b>				
<b>700 Town Events</b>								
5005 Town Hall Promotions	0	0	1,000	1,000		1,000	0.0%	
5010 Heritage Day	0	26	500	474		474	5.3%	
5015 Christmas Events	0	0	500	500		500	0.0%	
5020 Mayoral Ceremonial Event	0	(1,375)	500	1,875		1,875	(275.0%)	
5025 International Woman's Day	0	0	500	500		500	0.0%	
5030 Charter Day	0	300	500	200		200	60.0%	
5035 Holocaust Memorial Day	0	0	500	500		500	0.0%	
Town Events :- Indirect Expenditure	<b>0</b>	<b>(1,049)</b>	<b>4,000</b>	<b>5,049</b>	<b>0</b>	<b>5,049</b>	<b>(26.2%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>1,049</b>	<b>(4,000)</b>	<b>(5,049)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 07/03/2022

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>800 Cycle Friendly</b>								
4475 Special Projects	553	553	0	(553)		(553)	0.0%	
5505 Administration	0	6	0	(6)		(6)	0.0%	
5510 CFD Event (Oct)	0	764	0	(764)		(764)	0.0%	
Cycle Friendly :- Indirect Expenditure	<b>553</b>	<b>1,323</b>	<b>0</b>	<b>(1,323)</b>	<b>0</b>	<b>(1,323)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(553)</b>	<b>(1,323)</b>	<b>0</b>	<b>1,323</b>				
<b>900 Projects</b>								
1900 STATUE FUND	0	44,975	0	(44,975)			0.0%	44,975
Projects :- Income	<b>0</b>	<b>44,975</b>	<b>0</b>	<b>(44,975)</b>				<b>44,975</b>
4385 Town Signage	0	685	500	(185)		(185)	137.0%	
9010 T & I Fund	0	290	30,000	29,710		29,710	1.0%	
Projects :- Indirect Expenditure	<b>0</b>	<b>974</b>	<b>30,500</b>	<b>29,526</b>	<b>0</b>	<b>29,526</b>	<b>3.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>44,001</b>	<b>(30,500)</b>	<b>(74,501)</b>				
6001 less Transfer to EMR	0	44,975						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(974)</b>						
<b>Grand Totals:- Income</b>	<b>5,570</b>	<b>524,810</b>	<b>451,106</b>	<b>(73,704)</b>			<b>116.3%</b>	
<b>Expenditure</b>	<b>68,744</b>	<b>477,267</b>	<b>533,696</b>	<b>56,429</b>	<b>0</b>	<b>56,429</b>	<b>89.4%</b>	
<b>Net Income over Expenditure</b>	<b>(63,174)</b>	<b>47,542</b>	<b>(82,590)</b>	<b>(130,132)</b>				
less Transfer to EMR	0	51,725						
<b>Movement to/(from) Gen Reserve</b>	<b>(63,174)</b>	<b>(4,183)</b>						

## DEAL TOWN COUNCIL - MEMORANDUM

Attach 4

**To:** Cllr D Cronk, Chairman of the Finance and General Purposes Committee,  
Committee members  
**From:** Mr C Hobbs-East, Market Officer  
**Date:** 14 March 2022  
**Subject:** Braderie 2022

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As council are aware the Braderie has been cancelled for the last two years due to the Covid Pandemic. As Government restrictions have now lifted as the Braderie is an outside event, and there are similar outdoor events around the country running this year, I recommend that the council consider holding the Braderie in 2022

If the Council agree that they will hold the Braderie for 2022, 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 and must be submitted and accepted before any advertising or bookings are taken.

### **Date**

Traditionally the date the Braderie is held on is the 3<sup>rd</sup> Sunday in September.

Officer recommendation: To continue with this tradition and hold the Braderie on Sunday 18 September 2022.

### **Map**

The route for the Braderie in previous years went from near Alfred Square to St Georges Path (next to St Georges Church), this provided 130 pitches and has proved highly successful in past years.

Officer recommendation: No change to route

### **Road Closures, Toilet and First Aid Cover**

For the event last time council delegated authority to select a suitable provider for the road closures, toilet and first aid cover to the Market Officer and R.F.O. (Three quotes would be requested)

Officer recommendation: To delegate authority as listed above

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

The stall price last year was £40.00 for standard 8ft x 8ft, 4 stalls 8ft x 12ft £60.00, 4 stalls 8ft x 10ft £50.00

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: Stall price increase to £50 and all stalls be the same size of 8ft x 8ft. Also, to cease the special prices for charities and shopkeepers' pitches. Charities have the opportunity throughout the year for a cheaper pitch in the Undercroft and Saturday market and shops can rent the pitch outside of their shop like any other trader. This will help us to run a speciality market full of antiques.

**Refreshments:** In recent years the Braderie has not had a food and drink vendor.

Officer recommendation: To have one food and drink van, off grid with no generators, situated at Duke Street with tables and chairs. This would give a well-needed break space up the end of the High Street. To charge £200 for this trader. To delegate authority to the Market Officer and R.F.O to find a suitable trader.

**Sale Criteria:**

Officer recommendation: Sale criteria to be Antiques and upcycled furniture, books and stamps, bric-a-brac, and vintage clothing/jewelry only.

I did consider if it would be practical to place a radius on traders to restrict travelling to Deal but believe that as this is a specialised annual event encouraging traders from afar would benefit the event and town more as it will also encourage visitors.

**Marshalls:** In previous years there has been Deal Town Council Officers on duty for the day, and usually the Regatta Association provide additional Marshalls free of charge to help on the day if required, however in recent years there was never a guarantee if these Marshalls would be available until the day as it depended on their availability at that time. The council gave £10.00 to each Regatta Marshall to spend on refreshments.

Officer recommendation: As this will be the first Braderie since the pandemic in order to assist with pre planning and to ensure that the Braderie has enough Marshalls on duty, I recommend that the council has two SIA licenced Marshalls with body worn cameras for the day. This increases the safety of the staff, traders, and visitors, and they have the power to help the staff more effectively. The staff for the day to consist of: 2 marshalls from a company, and 2 members of staff (Market officer being one of them).

The council delegate authority to select a suitable provider of marshalls to the Market Officer and R.F.O at an estimated cost of £286 (Three quotes would be requested)

**Advertising:** In previous years the council paid for two adverts in the East Kent Mercury, produced in house posters that were circulated to the shops and placed in the councils' noticeboards, and on the council's website.

Officer recommendation: As the Braderie is returning after a 2-year gap to run a wide scope advertising campaign for the event to encourage visitors from far and wide. This will include the possibility of advertising on public transport and Kent wide tourist publications along with social media and local advertising through posters and local papers. Budget of up to £400 to be delegated to the R.F.O and Market Officer.

**Staff and Visitor Information**

Officer recommendation: To help with encouraging visitors to return to Deal throughout the year to have 1 stall outside the Town Hall to be used as VIC.

**Decisions required:**

- To consider and agree to hold the Braderie on 18 September 2022
- To agree the route of Braderie as detailed above
- To consider delegating authority to the Market officer and R.F.O to agree the provider of road closures, toilet, and first aid.
- To consider and agree stall prices and rules
- To consider and agree having one food trader and charge for the pitch
- To consider and agree the sale criteria.
- To consider and agree Marshalls for the event
- To consider delegating authority to the Market Officer and R.F.O to run a wide scope advertising campaign with a budget of up to £400.
- To consider the VIC having a stall outside the Town Hall.



## DEAL TOWN COUNCIL – MEMORANDUM

Attach 5

**To:** Cllr D Cronk, Chairman of the Finance and General Purposes Committee,  
Committee members  
**From:** Mr C Hobbs-East, Market Officer  
**Date:** 14 March 2022  
**Subject:** Saturday Market 2 year marketing plan

---

At the November 2021 meeting of this committee, it was agreed that the Market Officer submits a long term (2-year) marketing plan to a future meeting.

A budget of £3,000 for general market costs has already been agreed by F&GP and Full Council for 2022-23.

Please see attached report and recommendations.

### **Decision Required**

Members to consider and agree the attached long term (2-year) marketing plan.

Members to consider delegating authority to the Town Clerk in liaison the Market Officer and R.F.O to authorise expenditure from the general market costs budget in relation to the activities outlined in the long term (2-year) marketing plan

Members to consider delegating authority to the Town Clerk in liaison the Market Officer to make any necessary amendments that may be required to the long term (2-year) marketing plan from time to time.

## Deal Saturday Market 2-year (working) plan.

### 2022

#### January:

Restarting the new year, encouraging custom with social media advertising and posters around town.  
From 17<sup>th</sup> Jan - Advertising Burns night related products. (25<sup>th</sup> Jan)

#### February:

From 7<sup>th</sup> Feb - Advertising Valentine's Day related products (14<sup>th</sup> Feb)  
19<sup>th</sup> Feb- live music for half term.  
21<sup>st</sup> Feb - Advertising St Davids day related products (1<sup>st</sup> March)

#### March:

Publicity of the new gazebos.  
From 7<sup>th</sup> March – Advertising St Patrick's day related products. (17<sup>th</sup> March)  
From the 21<sup>st</sup> start advertising Mother's Day (27<sup>th</sup> March)  
From the 28<sup>th</sup> we start advertising the change in opening times. (2<sup>nd</sup> April) 8am-2pm

#### April:

2<sup>nd</sup> April – change opening times to 8am-2pm  
2<sup>nd</sup>, 9<sup>th</sup>, and 16<sup>th</sup> live music for Easter holidays.  
From 4<sup>th</sup> April advertise Easter related products.  
16<sup>th</sup> April – Easter Saturday- Easter egg give away after a hunt on the stalls  
From the 18<sup>th</sup> April advertise St Georges related products. (23<sup>rd</sup> April)  
23<sup>rd</sup> April Live music for St Georges day. Bunting and St George costumed performer.

#### May:

General advertising about your local market.  
From 23<sup>rd</sup> May advertising for Queens jubilee starts. (4<sup>th</sup> June)

#### June:

4<sup>th</sup> June – live music for Queens jubilee. Bunting. Give away free paper recyclable crowns.  
6<sup>th</sup> June – advertising our support for Pride Month.  
11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup> have Pride bunting.  
From 13<sup>th</sup> June start advertising for Father's Day (19<sup>th</sup> June)

#### July:

30<sup>th</sup> July – Live music for the start of summer holidays.

#### August:

6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup> Live music for summer holidays.

#### September:

General advertising of the market.  
From 26<sup>th</sup> Sept advertise our birthday event (15<sup>th</sup> Oct)

#### October:

15<sup>th</sup> Oct – Celebrate our 323<sup>rd</sup> birthday (13<sup>th</sup> Oct) give away tote bags, bunting, and live music.  
costumed performers  
From the 24<sup>th</sup> start advertising the change in opening times (5<sup>th</sup> Nov) 9am-2pm  
29<sup>th</sup> Oct – Live music for Half Term.

### November:

5<sup>th</sup> Nov –Live music for Guy Fawkes Day.

5<sup>th</sup> and 12<sup>th</sup> Nov – RBL selling poppies

From 21<sup>st</sup> Nov start advertising St Andrews day related products. (30<sup>th</sup> Nov)

### December:

3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> Live music for Christmas. Grotto (run by a local organisation), Christmas costumed performers.

No Market on 31<sup>st</sup>.

Also, throughout 2022 to seek permission for:

- 12 more bays from DDC which will increase the number of pitches from 37 to 43.
- Permanent signs within the High Street, Seafront and within the car park advising of the market every Saturday.
- Banner Sign up at the Wednesday Market promoting the Saturday Market.
- Banner Sign up at the Saturday Market promoting the Wednesday Market.
- Have a "selfie" frame that is setup for the summer and special occasions where people can take selfies and tag us in. In the form of seaside amusements style where you put your head through, and it has a picture on the front.
- A green roof for the container to encourage wildlife (Bee stop) and make it more aesthetically pleasing. (Subject to DDC approval)

## **2023**

### January:

Return on 7<sup>th</sup> January.

Restarting the new year, encouraging custom with social media advertising and posters around town.

From 16<sup>th</sup> Jan - Advertising Burns night related products. (25<sup>th</sup> Jan)

### February:

From 6<sup>th</sup> Feb - Advertising Valentine's Day related products (14<sup>th</sup> Feb)

18<sup>th</sup> Feb- live music for half term.

20<sup>th</sup> Feb - Advertising St Davids day related products (1<sup>st</sup> March)

### March:

From 6<sup>th</sup> March – Advertising St Patrick's day related products. (17<sup>th</sup> March)

From 13<sup>th</sup> start advertising for Mother's Day (19<sup>th</sup> March)

From the 20<sup>th</sup> we start advertising the change in opening times. (1<sup>st</sup> April) 8am-2pm

### April:

2<sup>nd</sup> April – change opening times to 8am-2pm

1<sup>st</sup>, 8<sup>th</sup>, and 15<sup>th</sup> live music for Easter holidays. (subject to confirmation)

From 3<sup>rd</sup> April advertise Easter related products.

8<sup>th</sup> April – Easter Saturday- Easter egg give away through a hunt on the stalls.

From the 17<sup>th</sup> April advertise St Georges related products. (23<sup>rd</sup> April)

### May:

General advertising about your local market.

### June:

1<sup>st</sup> June – advertising our support for Pride Month.

3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> have Pride bunting.

From the 12<sup>th</sup> start advertising for Father's Day (18<sup>th</sup> June)

### July:

29<sup>th</sup> July – Live music for the start of summer holidays. (subject to confirmation)

### August:

5<sup>th</sup> , 12<sup>th</sup> ,19<sup>th</sup> and 26<sup>th</sup> Live music for summer holidays. (subject to confirmation)

### September:

General advertising of the market.

From 25<sup>th</sup> Sept advertise our birthday event (14<sup>th</sup> Oct)

### October:

14<sup>th</sup> Oct – Celebrate our 324<sup>th</sup> Birthday (13<sup>th</sup> Oct) give away tote bags, bunting, and live music. costumed performers

From the 23<sup>rd</sup> start advertising the change in opening times (4<sup>th</sup> Nov) 9am-2pm

28<sup>th</sup> Oct – Live music for Half Term. (subject to confirmation)

30<sup>th</sup> Oct – advertise that we will be observing the 2 mins silence on the 11<sup>th</sup> Nov.

### November:

4<sup>th</sup> and 11<sup>th</sup> Nov – RBL selling poppies – advise people we will be observing the 2 min silence on the 11<sup>th</sup>.

From 20<sup>th</sup> Nov start advertising St Andrews day related products. (30<sup>th</sup> Nov)

### December:

2<sup>nd</sup> , 9<sup>th</sup> , 16<sup>th</sup> and 23<sup>rd</sup> Live music for Christmas. Grotto (run by a local organisation), Christmas costumed performers.

No Market on 30<sup>th</sup>

Return on 6<sup>th</sup> January 2024.

The thought being that once decorations etc. are bought then we reuse them each year at the same events. Thus, showing continuity to the market and ease of advertising and management each year. At all the celebrations I will have posters done in house explaining the celebration up in and around the market.

## **BUDGET**

2022 Budget: To be used as a rough guide below but delegation to Town Clerk and Market Officer.

Reusable bunting: £100

Easter: £100

Jubilee: £600

Advertising banners: £200

Permanent signs: £300

"selfie" frame: £300

Birthday: £900

Performers (for all year) : £500

**Total: £3000**

2023 Budget:

Easter: £100

Birthday: £900

Performers (for all year) : £500

Advertising: £1000

**Total: £2500**

## DEAL TOWN COUNCIL – MEMORANDUM

**To:** Cllr D Cronk, Chairman of the Finance and General Purposes Committee,  
Committee members  
**From:** Paul Bone – Responsible Finance Officer  
**Date:** 14 March 2022  
**Subject:** Saturday Market Rules

---

At the Full Council meeting held on 28<sup>th</sup> September 2021, the following resolutions were passed:

**Saturday Market Rule amendment:** *Following debate members RESOLVED: To defer the item to a future meeting and for Cllr Oliver to formulate revised wording regarding the use of social media in liaison with the Market Officer and the Town Clerk. (P) CO (S) ME 10 for 1 abstention. Agreed.*

**Future market reports:** *RESOLVED: For future Saturday Market reports to revert to the Finance and General Purposes Committee as they were pre-Covid. (P) TB (S) ME 10 for 1 abstention. Agreed*

The rule amendment was requested by the Market Officer as the current rules did not mention the use of Social Media. This was the only change to the Market Rules.

Please find attached the updated Saturday Market Rules with 'General Conditions – Clause 2 amended by Cllr Oliver.

### Decision Required

Members to consider and agree the updated Saturday Market Rules



## Deal Town Council Saturday Market Rules



### Principles

- Deal Saturday Market aims to be vibrant, diverse, and successful.
- Deal Town Council, stall holders and customers share responsibility for ensuring:
  - A vibrant, diverse, and successful Market
  - A safe Market which meets all Health and Safety requirements
  - A regular Market operating at full capacity and regular hours
  - An efficient and well-run Market

### Market Rules and Regulations

These Market Rules and Regulations govern the use of the Market by Traders.

**Any Trader who contravenes any of these Market Rules and Regulations may be refused permission to pitch a stall in the Market.**

**If a trader incurs 3 formal warnings the Market Officer has the right to let their pitch to another trader on a permanent basis.**

The Council reserves the right to refuse an application without providing reasons.

**Traders should be aware that it is a requirement that they have Public Liability Insurance in force before they attend the market to trade.**

In the interests of all existing traders and market customers Deal Town Council tries to offer a balanced market, with limited duplication of both core and competing secondary product lines. The Market Officer will be able to advise you on individual cases.

#### **I. General Conditions:**

1. The Market Officer's decision is final in all matters and can remove any trader at their discretion.
2. ***Traders must not, directly or through any other person, make any public or private statements, (whether orally, in writing, via electronic transmission, social media or otherwise) that disparage, denigrate or malign the Market, other traders, Deal Town Council or its Officers.***
3. All traders will be expected to comply with the government guidelines.

4. Traders must ensure that during trading hours pitches are staffed, presentable and in keeping with the market at all times. Unattended stalls are NOT ALLOWED on the Market unless in special circumstances that has been agreed in advance with the Market Officer.
5. All vehicles that are not being left on site, must have left the site before 08.00am. (April to October) 09.00am (November to March)
6. All traders must pay DTC in advance for their pitch weekly by Thursday midday via electronic transfer.
7. Refunds may only be given at the discretion of the Town Clerk in exceptional circumstances.
8. The Market Officer will allocate the location of stalls; his decision is final.
9. Proof of public liability cover must be seen by the market officer (insurance certificate), a food hygiene certificate (where applicable).
10. Deal Town Council are not responsible for any losses or damages incurred by traders.
11. Traders cannot sub-let their pitches.
12. Smoking within or near market stalls is strictly prohibited.
13. For the avoidance of doubt, it is the Trader's responsibility to know and implement all current laws and regulations relating to their trading.

## **II. Eligible Goods:**

1. Traders must only sell goods or services for which they have permission from Deal Town Council as specified in their application form.
2. On application traders may be asked by the Market Officer to supply additional description and/or photographs of the goods intended for sale.
3. Any additions/amendments to your stall must be made known to the Market Officer and a new application form will be reissued to sign.
4. The Market Officer will ask for any un-authorized goods to be removed from sale and display.
5. Deal Town Council do not allow the sale of guns, crossbows, axes, swords or knives. The sale of pets, fireworks and counterfeit goods is illegal.
6. All sexually explicit or pornographic items, including DVDs, magazines or any other material is strictly prohibited.

## **III. Trading Regulations:**

1. It is the responsibility of all Traders to acquaint themselves with the Trading Regulation(s) regarding their own specialist area and abide by them.
2. Traders must ensure that they comply with all relevant legislation regarding the employment of minors.
3. Traders must ensure that all public/environmental, Health and Safety Regulations are always observed. Any accident caused through failure to observe statutory requirement or negligence is the responsibility of the Trader.
4. Any sale by auction, canvassing, market research or personal questionnaire or any stall advertising or promoting a political organisation/agenda is expressly prohibited.

## **IV. Health & Safety:**

1. All goods/products must be displayed within their allocated pitch.
2. All stallholders must report accidents and injuries to the Market Officer who will keep a record.
3. Where food is being cooked or heated traders must ensure that there is adequate means of fighting fires within their stall and a fire blanket must also be available. Traders must ensure

that all fire extinguishers are inspected annually by a competent person and a record kept that is available for Market Officer to check.

4. Traders must obtain the Market Officer's permission to use a generator. The Market Officer can refuse or ask to the trader stop using a generator if in Market Officer's opinion they are a nuisance or annoyance to members of the public, fellow traders or detrimental to the efficient operation of the Market.
5. Petrol must be stored in sealed, purpose built made containers and at a safe distance from any heat source. When refuelling a generator, it must not be running.
6. Traders must obtain the Market Officer's permission to keep their dogs at their stall during the market day. It is Trader's responsibility their dogs are not a nuisance or annoyance to any members of the public, fellow traders or detrimental to the efficient operation of the Market. The Council is not responsible for action of the any dog.
7. Vehicles can be onsite but must be within the allocated pitch. Also, they may not move around the site between 08.00am to 14.00 (April to October) 09.00am to 14.00 (November to March). Vehicles must enter the site at the Duke Street entrance and will be asked to leave by the safest route by the stewards.
8. Signage will be in place around the site to remind the public on social distancing and the one-way system.
9. There will be a hand sanitising station at the entrance and exit to the market.
10. Traders must use the same entrance and exit as the public between trading times.
11. Face coverings are advised to be worn by all during trading times.
12. There will be 2 marshals (1 will always hold an SIA licence) and the market officer present. Any problems traders should find one of the staff situated at the town council tent or at the entrance of the market.
13. The market will be enclosed with metal pedestrian barriers to be placed along one side of the perimeter of the area, the other side already has a low wall in place. Entrance and exit points will be at Union Road.
14. The market officer will be present onsite all day. Any problems traders should find one of the staff situated at the town council gazebo.

#### **V. The Employment of Young Persons:**

1. Traders are required to comply with the provisions of any law relating to the employment of young children.
2. Traders must take full responsibility for their children present on the market site.

#### **VI. Sale of Fresh Food:**

1. All stallholders must comply with current Trading Standards and Environmental Health requirements and agree to comply with the recommendations made by Environmental Health Officers as to food processing, storage, handling and display.
2. The Trader's latest Food Hygiene inspection report and premises rating must be provided.
3. All fresh foods must be stored and displayed in accordance with current food hygiene regulations and all edible goods including greengrocery must be stored, displayed and sold at least 18 inches (0.5 metres) from the ground to protect all foodstuffs from the risk of contamination.
4. Handwashing or washing equipment required must be always available at the stall during trading.



## **VII. Refuse:**

All Traders must always keep the stall/unit/pitch and the area immediately around it clean and free from litter both during and at the close of the day's trading. Refuse must be disposed of in a safe manner and taken away with them. **Failure to leave the site clean will incur a formal warning.**

## **VIII. Behaviour:**

Responsibility for the adherence to the rules and for the behaviour of any person employed or manning a stall remains with the person to whom pitch was allocated.

Traders must ensure that they, or any person working for them, does nothing which in the opinion of the Market Officer is a nuisance or annoyance to members of the public, fellow traders or detrimental to the efficient operation of the Market.

The following misconducts are not acceptable:

- Dishonesty
- Under the influence of alcohol or illegal substances
- Verbal abuse, use of foul or abusive language, harassment, intimidation and discrimination or bullying.
- Assaulting a member of public, Council staff or another trader
- Bringing the Council or the market into disrepute
- Failure to comply with the requirement of food regulations.

No Hawking. Goods must not be sold outside of the pitch area.  
Mock auctions are not permitted.

Stallholders and any person employed to work on their stall must be dressed appropriately whilst trading on the market. Specifically, tops must be always worn.

## **IX. Sickness and Absence:**

In cases of absence, responsibility for the adherence to the rules and for the behaviour of any person temporarily manning a stall remains with the person to whom the permission was allocated.

**All Traders must give notice of any intended absence from the Market by email ([chris.hobbs-east@deal.gov.uk](mailto:chris.hobbs-east@deal.gov.uk)) or ringing the Market Mobile (07877806870) or by leaving a message before midday on the Thursday before.**

**If a Trader does not make the Market Officer aware of any absences for any reason by midday on the Thursday before, the Market Officer has the right to allocate their pitch to another trader for that week. If traders do not make the Market Officer aware on 2 consecutive weeks, the Market Officer has the right to allocate their pitch on a permanent basis.**

## **X. Trading times:**

1. The Market shall be held on every Saturday except for when Christmas Day, Boxing Day or New Year Day falls on a Saturday.
2. In exceptional circumstances the Council reserves the right to cancel the market.
3. Trading hours during which the Market will be open for trading shall be: 08:00 – 14:00 (April to October) 09.00am - 14.00 (November to March)
4. The setting up hours during which stalls may be erected shall be: 06:30 – 08:00 (April to October) 06.30 - 09.00 (November to March) and shall be dismantled between 14:00 – 15:00.
5. All stalls shall be wholly packed away before 15:00.
6. Traders must not leave the Market before 14:00 unless prior permission has been given by the Market Officer. The hours during which vehicles can be brought onto the market for loading/unloading are: 06:00 – 08:00 (April to October) 06.00 - 09.00 (November to March) 14:00 -15:00.
7. Only the Market Officer has the authority to let vehicles on the market between 08.00 and 14:00 (April to October) 09.00 - 14.00 (November to March)
8. The Market Officer may at any time, at his absolute discretion, alter the layout of the Market. The Market Officer may also close the Market in the case of danger or emergency. The decision of the Market Officer as to what constitutes danger or emergency shall be final. In the event of such action Deal Town Council shall not be liable for any loss sustained by the Trader directly or indirectly.

## **XI. Market Fees:**

**The price is £10 per parking bay. (5m x 2.7m) Stalls will not be more than 3 bays in size. (5m x 8m)**

Fees must be paid electronically no later than midday on the Thursday before. NO cash will be handled by the staff on the day of the market.

Fees may be paid weekly, monthly, quarterly, or annually. Please advise the Market Officer of your decision on how frequently you will be paying.

## **XII. Severe weather or unforeseen circumstances:**

1. All Traders are responsible for making the necessary preparations for the safe operation of their stall during the market day. This includes any stall or product covers and other safety precautions required.
2. If the Market Officer considers that the weather conditions are severe and may cause a major disruption to the safe operation on the market, the market will be closed.
3. In the case of inclement weather, reduced charge will NOT be offered.
4. Regarding weather conditions, Traders have time until 08:30 to decide whether to trade or leave.
5. **If a trader has paid but decides after midday on the Thursday before to not attend but the market is deemed safe to go ahead, a refund WILL NOT be made.**
6. The Council reserves the right to close the market at short notice due to unforeseen circumstances.

### **XIII. Changes in market rules and regulations:**

The Council reserves the right at any time and from time to time to amend, alter, omit from, add to, vary, replace, revoke or extend these Market Rules and Regulations in such manner or to such extent as it shall in its absolute discretion think fit and upon written notice of any such change in these Market Rules and Regulations being given by the Council to each person, firm, company or body to whom a market pitch has been allocated.

The Market Rules and Regulations, as so changed, shall be binding upon such persons, firms, companies and bodies forthwith.

I, the undersigned, declare that I agree with and will comply with the rules of the Market as provided by Deal Town Council.

Signed..... Print Name .....

Date .....

**Deal Town Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at:**

**[https://www.deal.gov.uk/UK\\_GDPR\\_28446.aspx](https://www.deal.gov.uk/UK_GDPR_28446.aspx) for further information**

**DEAL TOWN COUNCIL - MEMORANDUM**

**To:** Cllr D Cronk, Chairman of the Finance and General Purposes Committee,  
Committee members  
**From:** Mr C Hobbs-East, Market Officer  
**Date:** 14 March 2022  
**Subject:** Wednesday Market & Quarterly specialist market

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In my role as Market Officer for the Deal Saturday Market I have recently taken over the running of the Wednesday Market, Charity Undercroft hire and Braderie. This will enable me to manage all of the Council's market-related events and will help in streamlining the management of them, it will also make it easier for the Council and public to know who to go to regarding the markets in town.

**Wednesday Market:**

Please see attached a proposed plan for the new layout, new rules, and application forms. This way we will maximize how many stalls we can fit within the undercroft, and it creates a better flow of footfall for all stalls.

The current costs are as follows:

Large Table (6ft) £9.00 from the 1st March – 30th September, then £4.50 from the 1st October – 28th February

Small Table (4ft) £6.80 from the 1st March – 30th September, then £3.40 from the 1st October – 28th February.

**Officer proposals:**

- I propose that we have a flat rate for all year like we do for the Saturday Market and all tables are the same size of 6ft. I propose that the cost is £15 for a table, this includes the use of the table and it being undercover.
- To limit to 1 table per trader, this is to maximise traders thus maximising variety.
- A maximum of 6 out of 13 to be food and drink. This way we can offer a diverse market for all needs each week.
- To change the payment to the same way as the Saturday Market where traders must pay online or by bank transfer and by the latest on midday on the Monday before.
- Not applying for parking permits from DDC as previously. We only had 6 before, which would make it harder to choose who would be eligible for them, also it still did not guarantee a space for them anyway as it was only if there was space in the car park.
- To run a Casual Waiting List in the same way as the Saturday Market. This way we can rent spare tables when regulars cannot attend, which will ensure a full market each week.

If all recommendations are agreed I would like to relaunch the market on Wednesday 13<sup>th</sup> April 2022 in time for Easter.

Please see attached the proposed plan, application and rules for the undercroft hire by local charities/organizations.

### **Officer Recommendations:**

- To relaunch on Saturday 4<sup>th</sup> June.
- To limit the number of tables to just 9 not 11 as previously. This allows more space in the Undercroft and in the past, they chose up to 11 tables of which the majority only used 9.
- They must use our tables and not bring extra tables or rails.
- To increase the price from £25 to £30 per date.

### **Quarterly specialist markets:**

I would like to propose that once a quarter we do not rent to undercroft to a charity/organisation on a Saturday but instead we hold a specialist market. This would be the same layout as the Wednesday Market but will focus on just one specialty. For example, a craft market or French food market. With it being on a Saturday it will encourage people into town where we can then have signage up within the undercroft, encouraging them up to the weekly Saturday Market.

This will be a great incentive to encourage locals and visitors into the High Street and will cater for more needs than the usual weekly markets can provide on a larger scale.

### **Decisions required**

#### Wednesday Market:-

To relaunch on Saturday 4<sup>th</sup> June.

To limit the number of tables to just 9 not 11 as previously. This allows more space in the Undercroft and in the past, they chose up to 11 tables of which the majority only used 9.

They must use our tables and not bring extra tables or rails.

To increase the price from £25 to £30 per date.

#### Quarterly specialist markets

To hold Quarterly specialist markets on Saturdays in the undercroft.

**Deal Town Council**  
**Wednesday Market Rules**

Attach 7 b



**Principles**

- Wednesday Market aims to be vibrant, diverse, and successful.
- Deal Town Council, stall holders and customers share responsibility for ensuring:
  - A vibrant, diverse, and successful Market
  - A safe Market which meets all Health and Safety requirements
  - A regular Market operating at full capacity and regular hours
  - An efficient and well-run Market

**Market Rules and Regulations**

These Market Rules and Regulations govern the use of the Market by Traders.

**Any Trader who contravenes any of these Market Rules and Regulations may be refused permission to pitch a stall in the Market.**

**If a trader incurs 3 formal warnings the Market Officer has the right to let their pitch to another trader on a permanent basis.**

The Council reserves the right to refuse an application without providing reasons.

**Traders should be aware that it is a requirement that they have Public Liability Insurance in force before they attend the market to trade.**

In the interests of all existing traders and market customers Deal Town Council tries to offer a balanced market, with limited duplication of both core and competing secondary product lines. The Market Officer will be able to advise you on individual cases.

**I. General Conditions:**

1. The Market Officer's decision is final in all matters and can remove any trader at their discretion.
2. All traders will be expected to comply with the government guidelines.
3. Traders must ensure that during trading hours pitches are staffed, presentable and in keeping with the market at all times. Unattended stalls are NOT ALLOWED on the Market unless in special circumstances that has been agreed in advance with the Market Officer.
4. All traders must pay DTC in advance for their pitch weekly by Monday midday via electronic transfer.
5. Refunds may only be given at the discretion of the Town Clerk in exceptional circumstances.
6. The Market Officer will allocate the location of stalls; his decision is final.
7. Proof of public liability cover must be seen by the market officer (insurance certificate), a food hygiene certificate (where applicable).
8. Deal Town Council are not responsible for any losses or damages incurred by traders.
9. Traders cannot sub-let their pitches.
10. Smoking within the undercroft or near market stalls is strictly prohibited.
11. For the avoidance of doubt, it is the Trader's responsibility to know and implement all current laws and regulations relating to their trading.
12. Tables will be provided by Deal Town Council, **traders cannot bring their own tables, but must provide their own chairs.**

## **II. Eligible Goods:**

1. Traders must only sell goods or services for which they have permission from Deal Town Council as specified in their application form.
2. On application traders may be asked by the Market Officer to supply additional description and/or photographs of the goods intended for sale.
3. Any additions/amendments to your stall must be made known to the Market Officer and a new application form will be reissued to sign.
4. The Market Officer will ask for any un-authorized goods to be removed from sale and display.
5. Deal Town Council do not allow the sale of guns, crossbows, axes, swords or knives. The sale of pets, fireworks and counterfeit goods is illegal.
6. All sexually explicit or pornographic items, including DVDs, magazines or any other material is strictly prohibited.

## **III. Trading Regulations:**

1. It is the responsibility of all Traders to acquaint themselves with the Trading Regulation(s) regarding their own specialist area and abide by them.
2. Traders must ensure that they comply with all relevant legislation regarding the employment of minors.
3. Traders must ensure that all public/environmental, Health and Safety Regulations are always observed. Any accident caused through failure to observe statutory requirement or negligence is the responsibility of the Trader.
4. Any sale by auction, canvassing, market research or personal questionnaire or any stall advertising or promoting a political organisation/agenda is expressly prohibited.

## **IV. Health & Safety:**

1. All goods/products must be displayed within their allocated pitch.
2. All stallholders must report accidents and injuries to the Market Officer who will keep a record.
3. The market officer will be present onsite all day. Any problems traders should find one of the staff situated in the Town Hall.

## **V. The Employment of Young Persons:**

1. Traders are required to comply with the provisions of any law relating to the employment of young children.
2. Traders must take full responsibility for their children present on the market site.

## **VI. Sale of Fresh Food:**

1. All stallholders must comply with current Trading Standards and Environmental Health requirements and agree to comply with the recommendations made by Environmental Health Officers as to food processing, storage, handling and display.
2. The Trader's latest Food Hygiene inspection report and premises rating must be provided and shown on the stall at all times whilst trading.
3. All fresh foods must be stored and displayed in accordance with current food hygiene regulations and all edible goods including greengrocery must be stored, displayed and sold at least 18 inches (0.5 metres) from the ground to protect all foodstuffs from the risk of contamination.
4. Handwashing or washing equipment required must be always available at the stall during trading.

## **VII. Refuse:**

All Traders must always keep the stall/unit/pitch and the area immediately around it clean and free from litter both during and at the close of the day's trading. Refuse must be disposed of in a safe manner and taken away with them. **Failure to leave the site clean will incur a formal warning.**

## **VIII. Behaviour:**

Responsibility for the adherence to the rules and for the behaviour of any person employed or manning a stall remains with the person to whom pitch was allocated.

Traders must ensure that they, or any person working for them, does nothing which in the opinion of the Market Officer is a nuisance or annoyance to members of the public, fellow traders or detrimental to the efficient operation of the Market.

The following misconducts are not acceptable:

- Dishonesty
- Under the influence of alcohol or illegal substances
- Verbal abuse, use of foul or abusive language, harassment, intimidation and discrimination or bullying.
- Assaulting a member of public, Council staff or another trader
- Bringing the Council or the market into disrepute
- Failure to comply with the requirement of food regulations.

No Hawking. Goods must not be sold outside of the pitch area.

Mock auctions are not permitted.

Stallholders and any person employed to work on their stall must be dressed appropriately whilst trading on the market. Specifically, tops must be always worn.

## **IX. Sickness and Absence:**

In cases of absence, responsibility for the adherence to the rules and for the behaviour of any person temporarily manning a stall remains with the person to whom the permission was allocated.

**All Traders must give notice of any intended absence from the Market by email ([chris.hobbs-east@deal.gov.uk](mailto:chris.hobbs-east@deal.gov.uk)) or ringing the Market Mobile (07877806870) or by leaving a message before midday on the Monday before.**

**If a Trader does not make the Market Officer aware of any absences for any reason by midday on the Monday before, the Market Officer has the right to allocate their pitch to another trader for that week. If traders do not make the Market Officer aware on 2 consecutive weeks, the Market Officer has the right to allocate their pitch on a permanent basis.**

## **X. Trading times:**

1. The Market shall be held on every Wednesday except for when Christmas Day, Boxing Day or New Year Day falls on a Wednesday.
2. In exceptional circumstances the Council reserves the right to cancel the market.
3. Trading hours during which the Market will be open for trading shall be: 09:00 – 13:00.
4. The setting up hours during which stalls may be erected shall be: 08:00 – 09:00 and shall be dismantled between 13:00 – 14:00.
5. All stalls shall be wholly packed away before 14:00.



6. Traders must not leave the Market before 13:00 unless prior permission has been given by the Market Officer.
7. The Market Officer may at any time, at his absolute discretion, alter the layout of the Market. The Market Officer may also close the Market in the case of danger or emergency. The decision of the Market Officer as to what constitutes danger or emergency shall be final. In the event of such action Deal Town Council shall not be liable for any loss sustained by the Trader directly or indirectly.

**XI. Market Fees:**

**The price is £15 for a 6ft table. (With a maximum of 2 tables per trader)**

Fees must be paid electronically no later than midday on the Monday before. NO cash will be handled by the staff on the day of the market.

Fees may be paid weekly, monthly, quarterly, or annually. Please advise the Market Officer of your decision on how frequently you will be paying.

**XII. Severe weather or unforeseen circumstances:**

1. All Traders are responsible for making the necessary preparations for the safe operation of their stall during the market day. This includes any stall or product covers and other safety precautions required.
2. If the Market Officer considers that the weather conditions are severe and may cause a major disruption to the safe operation on the market, the market will be closed.
3. In the case of inclement weather, reduced charge will NOT be offered.
4. **If a trader has paid but decides after midday on the Monday before to not attend but the market is deemed safe to go ahead, a refund WILL NOT be made.**
5. The Council reserves the right to close the market at short notice due to unforeseen circumstances.

**XIII. Changes in market rules and regulations:**

The Council reserves the right at any time and from time to time to amend, alter, omit from, add to, vary, replace, revoke or extend these Market Rules and Regulations in such manner or to such extent as it shall in its absolute discretion think fit and upon written notice of any such change in these Market Rules and Regulations being given by the Council to each person, firm, company or body to whom a market pitch has been allocated.

The Market Rules and Regulations, as so changed, shall be binding upon such persons, firms, companies and bodies forthwith.

I, the undersigned, declare that I agree with and will comply with the rules of the Market as provided by Deal Town Council.

Signed..... Print Name .....

Date .....

**Deal Town Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: <https://www.deal.gov.uk/Deal-TC/gdpr-13588.aspx> for further information**



**WEDNESDAY MARKET**  
**STALLHOLDER APPLICATION FORM**  
(Please use block capitals to fill in this form)

Attach 7 c

Name: \_\_\_\_\_

Trading name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Core Product Line:**

**Secondary Product Line:**

**If you change your trade or develop new lines you must fill out a new application form**

**Applicant Statement**

**I, the undersigned, declare that the information provided is correct and I agree to uphold the rules and standards of the market and ensure that any of my employees do likewise:**

*Please tick if you agree to your details being used by Deal Town Council in advertising materials about the Markets*

☐

Signed: .....

Print Name:.....Date.....

Please return to: **The Market Officer**

Tel: 07877 806870 E-mail: [chris.hobbs-east@deal.gov.uk](mailto:chris.hobbs-east@deal.gov.uk)

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<b><i>For Office use only:</i></b>	
<b><i>Certificate:</i></b>	<b><i>Seen:</i></b>
<b>Public Liability insurance</b>	
<b>Environment Health rating (if applicable)</b>	



## WEDNESDAY MARKET

Attach 7 d

### CASUAL WAITING LIST STALLHOLDER APPLICATION FORM

(Please use block capitals to fill in this form)

Name: \_\_\_\_\_

Trading name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Core Product Line:**

**Secondary Product Line:**

You will not be guaranteed a pitch every week. Once signed you are agreeing to be put onto the casual list where you will be contacted at short notice if a pitch becomes free that week. The market officer will strive to let casuals know asap but it might be as little as 1 days' notice. No trader should turn up on a Wednesday expecting a pitch unless they have been told by the Market Officer that they have a pitch for that week.

If you change your trade or develop new lines you must fill out a new application form

### Applicant Statement

I, the undersigned, declare that the information provided is correct and I agree to uphold the rules and standards of the market and ensure that any of my employees do likewise:

*Please tick if you agree to your details being used by Deal Town Council in advertising materials about the Markets*

☐

Signed: .....

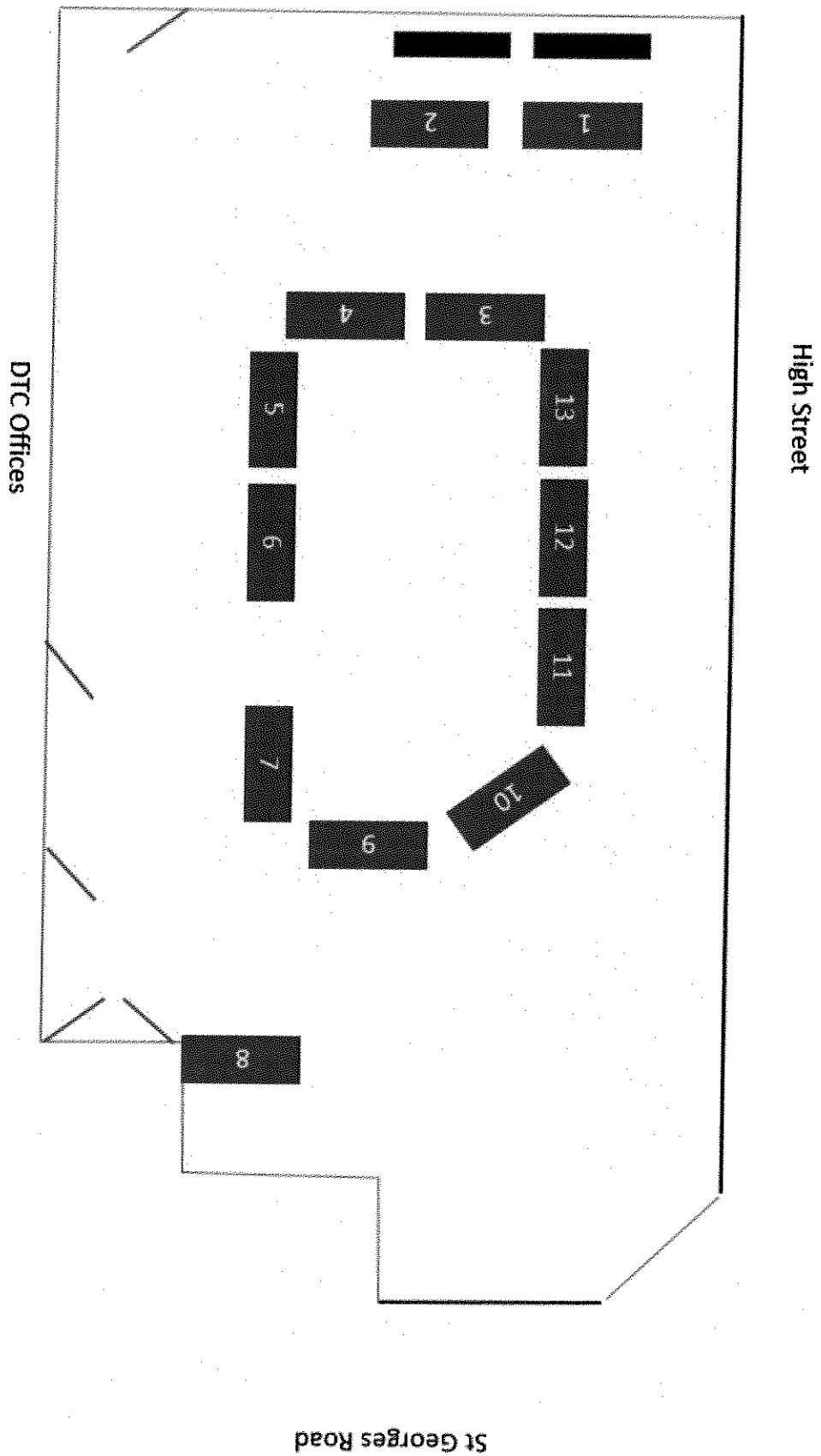
Print Name:.....Date.....

Please return to: **The Market Officer**

Tel: 07877 806870 E-mail: [chris.hobbs-east@deal.gov.uk](mailto:chris.hobbs-east@deal.gov.uk)

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<b><i>For Office use only:</i></b>	
<b><i>Certificate:</i></b>	<b><i>Seen:</i></b>
<b>Public Liability insurance</b>	
<b>Environment agency rating (if appropriate)</b>	



## DEAL TOWN COUNCIL - MEMORANDUM

**To:** Cllr D Cronk, Chairman of the Finance and General Purposes Committee,  
Committee members

**From:** Mr C Hobbs-East, Market Officer

**Date:** 14 March 2022

**Subject:** Undercroft Charity Hire & Friday Market Hire

---

### **Local Charity/Organisation sale in the Undercroft on Saturdays:**

Please see attached the proposed plan, application and rules for the undercroft hire by local charities/organizations.

### **Officer Recommendations:**

- To relaunch on Saturday 4<sup>th</sup> June.
- To limit the number of tables to just 9 not 11 as previously. This allows more space in the Undercroft and in the past, they chose up to 11 tables of which the majority only used 9.
- They must use our tables and not bring extra tables or rails.
- To increase the price from £25 to £30 per date.
- Pay via bank transfer at the time of confirmation.
- Allow a maximum of 2 dates to be booked so that it offers a fair and varied choice for all organisations/ charities.
- To adapt the current procedure in allocating dates for 2022 to:

Applications to be received from 28<sup>th</sup> March to-13<sup>th</sup> May for 4<sup>th</sup> June 2022 – 25<sup>th</sup> March 2023.

Then from 2023 onwards:

Applications to be received from: 1<sup>st</sup> Jan – to 11<sup>th</sup> March for 1<sup>st</sup> April – 30<sup>th</sup> March.

### **Friday “market” in the Undercroft:**

Pre-pandemic the Council agreed to rent the undercroft out to traders of the Wednesday Market so that they could hold their own market on a Friday.

With the Saturday Market growing from strength to strength and the Wednesday Market planned to head in the same direction, I am asking the Council to reconsider this as it will become detrimental to both markets as a direct competition for them both.

This would be due to customers using it on a Friday would then have no need to use the Saturday or Wednesday Markets.

### **Decisions required:**

Local Charity/Organisation sale in the Undercroft on Saturdays-

To consider and agree the above Officer recommendations

Friday “market” in the Undercroft-

To consider and agree the above Officer recommendation

## Charity / Local Organisation Undercroft Rules

- The Undercroft must be booked via Deal Town Council's Market Officer.
- The Undercroft is only available for hire by charitable organisations for tabletop sales and is solely hired to the person, society, committee, or other person responsible for the proposed collection or sale. Under no circumstances is the Undercroft to be sub-let to another organisation or private seller.
- Times of use are between 8am and 1pm.
- A fee of £30.00 per date is required at the time of confirmation. This will be done via bank transfer and details will be sent to you on confirmation of your booking.
- No refunds will be given, but the booking may be transferred to another available date subject to council approval.
- Tables will be arranged in a set format by a Deal Town Council Officer and must only be moved by a member of Deal Town Council staff to comply with Health and Safety regulations.
- All sale items are to be contained on or within the table space provided. Under no circumstances must anything be placed anywhere else within the Undercroft e.g., gates, window frames, doorways, or benches. The hirer must only sell goods or services for which they have permission. The sale of guns, crossbows, axes, swords, or knives is not permitted.
- No advertising materials such as posters, banners, bunting or decorations should be attached to Deal Town Council property, including gates, walls, windows, doors, pillars, and noticeboards.
- All refuse must be removed, and the Undercroft left tidy, goods must be packed away and **the hirer offsite by 1pm.**
- The hirer must have valid public liability insurance.
- If the hirer handles and sells food at the event they are required to do so safely.
- A DDC application for a permit to make a street collection or sale must be completed under the Local Government Act 1972 once your booking has been confirmed. The hirer will be responsible for doing this and will have to show proof before the date.
- Smoking in the Undercroft is strictly prohibited.
- Failure to adhere to these conditions may result in future bookings being refused.
- Deal Town Council has a zero tolerance for unacceptable behavior towards our staff. Violence against staff is a crime, and threatening or violent behavior, which is rare, will not be tolerated in any form whatsoever.



Undercroft Market Booking Form  
Charity/ Local Organisation Pitch 2022

Attach 8c

Preferred date/s of Booking:

1...../...../..... 2...../...../.....

Name of Organisation:.....

Product line: .....

(Example: Bric a Brac/ Tombola)

Name, telephone and email for person responsible for event on the day, who will also ensure that the conditions of use are adhered to:

Name:..... Telephone Number:.....

Email:.....

**You MUST fill in a Street Collection License for DDC before a date can be agreed:**

Street collections / sales (dover.gov.uk)

Please indicate if you are happy for us to keep your personal data on file for the purpose of sending information regarding notification of booking in the future. (Please tick) Yes ☐ No ☐

*Please tick if you agree to your details being used by Deal Town Council in advertising materials about the Markets*

☐

**I confirm that I agree to the attached conditions of use and will adhere to them:**

Signed: .....

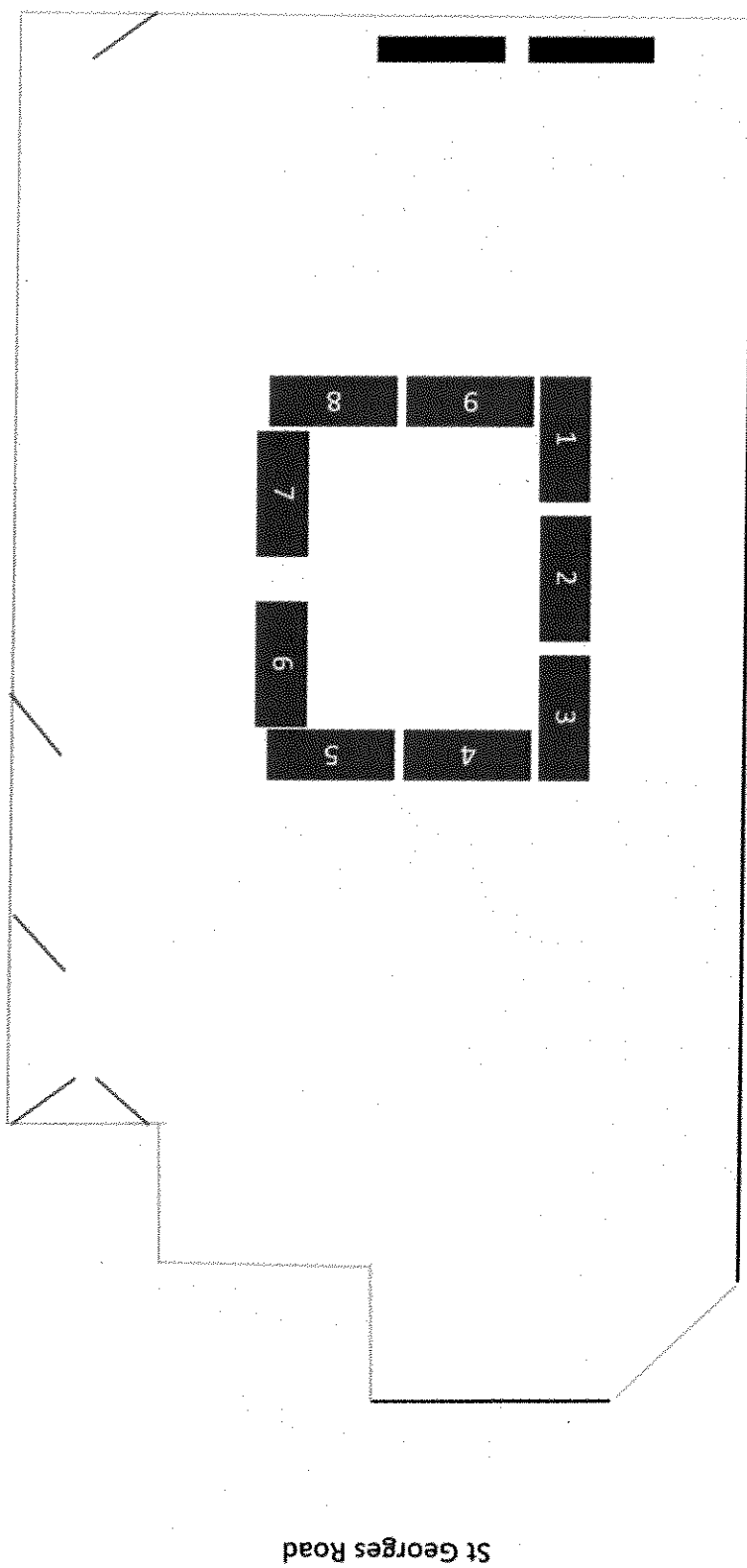
Print Name:.....Date.....

Please return to: **The Market Officer**

Tel: 07877 806870 E-mail: chris.hobbs-east@deal.gov.uk

Deal Town Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: [https://www.deal.gov.uk/UK\\_GDPR\\_28446.aspx](https://www.deal.gov.uk/UK_GDPR_28446.aspx) for further information)

High Street



**DEAL TOWN COUNCIL  
MEMORANDUM**

**Attach 9**

**To:** Cllr D Cronk, Chairman of the Finance & General Purpose Committee,  
Committee members  
**From:** Paul Bone, Responsible Finance Officer  
**Date:** 15 March 2022  
**Subject:** Public Toilets – SLA Charges

As Cllrs will be aware Deal Town Council continues to receive complaints from members of the public regarding the cleaning of the Public Toilets in Deal.

Cllr Rowbotham has asked if DTC could see details of the proposed new contract due to start in April this year before the contract is awarded. Unfortunately, you will see from the attached letter from DDC that they did not make this possible.

Please find attached the Service Level Agreement for the King Street, South Street and Victoria Park Public Toilets from DDC.

DDC is requesting financial support of £39,430.94 for 2022-23

Last year (2021-22) the charges were reduced to reflect the fact that the toilets were closed for some of the previous year due to covid.

The budget request for the full £39,430.94 was included in the draft budget that F&GP considered in December 2021. The committee agreed with an amended figure of £32,000 only.

This reduction in budget allowed for an expected rebate from DDC in relation to repayment of NNDR in 2021-22 expected to be around £4,000 to £5,000. The final payment from DDC was £4,129.23

For comparison I have listed below the requests from DDC and the amount paid by DTC over the past 4 years for financial support of these toilets.

Please note: Even though DDC requested the payment of NNDR in 2019-20, 2020-21 & 2021-22, DTC resolved NOT to pay these rates. For 2022-23 they no longer apply.

Year	King Street	South Street	Victoria Park	Total	Amount paid
2019-20	£20,325.49	£13,524.87	£6,388.10	£40,238.46	£37,000
2020-21	£20,039.34	£13,763.20	£7,593.41	£41,399.43	£37,000
2021-22	£20,620.10	£13,221.38	£6,598.50	£40,439.98	
Less Covid rebate 2020-21	£4,239.09	£2,911.45	£1,607.03	£8,757.57	
	£16,381.01	£10,309.93	£4,991.47	£31,682.41	£31,682
2022-23	£16,175.85	£14,083.75	£9,171.34	£39,430.94	£????

Allowing for the rebate being used to offset against the 2022-23 charges, the total amount payable will be £35,301.71.

This is £3,301.71 above the agreed budget of £32,000

**Decision Required**

Members to consider and agree the total amount to be paid to DDC as support for the Public Conveniences in King Street, South Street and Victoria Park for 2022-23



Ms L Crow  
Town Hall  
DEAL  
CT14 6BB

Dear Lorna

### **Town and Parish Council Toilet Costs 2022-23**

First of all, may I thank you and your Council for the continued financial support given towards the running of Public Conveniences in your area during 2021-2022.

Dover District Council will again need to seek grant support from your council for 2022-23 in order to help cover the running costs of these facilities. The Council has agreed again this year not to recharge you the repairs and maintenance element of the expenditure for 2022-23 which we are hoping will help you at this financially challenging time.

Therefore, the costs that we are asking to be covered are calculated as follows:

#### **Cleaning Costs:**

This figure is the actual cost for 2021-22. Please note we are currently tendering the cleaning contract for public conveniences as the current contract expires in March 2022.

#### **Utility Costs:**

These figures are the actual bills paid for 2020-21

#### **NNDR:**

This figure is no longer charged due to a change in legislation. I will write to you separately regarding any refund applicable for 2021-22.

#### **Insurance:**

This figure is the actual cost for 2020-21

#### **Repairs and Maintenance:**

This cost has not been included in the proposed SLA.

Next year we plan to continue to calculate the costs in the same way so that in effect you are paying for the cost of running the toilets in arrears.

I would like to let you know that the current Cleaning Contract for Public Toilets expires in March 2022 and we have just started the retendering process.

We do not feel that the current standard of cleaning or repair that is delivered by the current contract is what either the District Council, the public or yourselves expect. With this in mind we have made changes that we believe will create a contract that is both deliverable by a contractor and easy to manage by the Council. Over the past couple of months, we have been trialling an amendment to the cleaning schedule to see what improvements this can make. The revised schedule has the same amount of time per day spent at each toilet, but the time is amalgamated so that there is sufficient time to mop, clean and restock every toilet every evening. This means that when DDC inspect in the morning a clear standard of what

is being done can be seen and each day they are guaranteed to start clean. This change we believe has started to improve the standard and this will be closely monitored over the coming months. In addition, we have found that as the cleaners are not maintenance operatives many of the small repairs are delayed as sub-contractors are employed by the contractor to resolve them. As you are aware, we have a small team of operatives at DDC, and we are trialling one of them visiting each toilet once a week to carry out the non-urgent small repairs. We do have a back log of repairs to carry out on toilets and hope that once they are done this will also help improve the standard.

In order for us to continue to provide public toilets across the district we rely on your continued financial support and I would welcome any comments you have regarding the cleaning contract, the proposed changes, and your continued financial support.

We will write to you again once we know who the contractor is, and the new contract costs will be included in your SLA for 2023-4. Ideally, we would have consulted but with the impact of Covid and current levels of workloads has prevented this happening and I hope you understand. In order for us to continue to provide public toilets across the district we rely on your continued financial support and therefore please do voice any concerns you may have.

Dover District Council for 2022-23 is asking you for £39,430.94 as grant support and attached is the breakdown of the proposed costs.

Your invoice for the Service Level Agreement will be sent out in April 2022 and is payable quarterly.

Yours sincerely



Foronda Smith  
Principal Facilities Management Officer

**TOILET COSTS 2022-23****King Street, Deal**

<b>Service</b>	<b>Cost</b>
Cleaning costs	£11,542.59
Utility costs: Electricity Water Sewerage	£39.08 £4,511.21 £0.00
Insurance	£82.97
Repairs & maintenance (costs not included for 2022-23)	£0.00
NNDR (no longer charged due to change in legislation)	£0.00
<b>Total</b>	<b>£16,175.85</b>

## TOILET COSTS 2022-23

### Victoria Park, Deal

Service	Cost
Cleaning costs	£5,655.32
Utility costs: Electricity Water Sewerage	£375.89 £3,075.19 £0.00
Insurance	£64.94
Repairs & maintenance (costs not included for 2022-23)	£0.00
NNDR (no longer charged due to change in legislation)	£0.00
<b>Total</b>	<b>£9,171.34</b>

**TOILET COSTS 2022-23****South Street, Deal**

<b>Service</b>	<b>Cost</b>
Cleaning costs	£11,598.76
Utility costs: Electricity Water Sewerage	£1,970.10 £0.00 £466.20
Insurance	£48.69
Repairs & maintenance (costs not included for 2022-23)	£0.00
NNDR (no longer charged due to change in legislation)	£0.00
<b>Total</b>	<b>£14,083.75</b>



**DEAL TOWN COUNCIL  
MEMORANDUM**

**Attach 10**

**To:** Cllr D Cronk, Chairman of the Finance & General Purpose Committee,  
Committee members  
**From:** Paul Bone, Responsible Finance Officer  
**Date:** 15 March 2022  
**Subject:** Grants update 2021-22

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**Information to note**

For the year 2021-22 two Grant streams were agreed:

**Annual Grants** – With a total budget of £10,000 (Maximum grant £1,000)

From this budget a total amount of £6,828.80 was awarded to the following organisations

<b>Applicant</b>	<b>Type</b>	<b>Amount Paid</b>	<b>Purpose</b>
North Deal Community Company Ltd. (Golf Road Centre)	Annual Large	£1,000	Towards the costs of an After School Dinner and Homework Club.
Deal Arts and Music Ltd.	Annual Large	£1,000	Towards the project leader fees of providing a music centre for Children & Adults.
Hi Kent.	Annual Small	£500	Towards the costs of putting on lip reading classes for Deal residents of all ages.
Walmer Cricket Club	Annual Large	£800	Towards improvements of the club's WC facilities and the installation of a baby changing station facility
Treetops pre-school	Annual Large	£1,000	Towards the cost of a level 3 training course for a Forest School Practitioner.
Deal Speaking up Group	Annual Small	£500	To assist with raising awareness of the Club by advertising with flyers and posters.
Deal and Walmer Allotment Association	Annual Small	£200	Towards the costs of purchasing a replacement BBQ to be used on open days by schools & children's clubs.
12 <sup>th</sup> Deal Air Scouts Group	Annual Small	£230	Towards the cost of purchasing flags and berets.
Deal, Walmer & Kingsdown amateur Rowing Club	Annual Large	£598.80	Purchase of a defibrillator cabinet, lock, heater and light to make the existing defibrillator they have accessible for public use
Deal Film Festival	Annual Large	£1,000	New projector for the film club

**Special Projects Grants** – With a total budget of £20,000 (Maximum Grant £2,000)

The theme for 2021-22 was:- 'Supporting the Vulnerable'

From this budget a total amount of £4,125 was awarded to the following organisations:-

<b>Applicant</b>	<b>Type</b>	<b>Amount Paid</b>	<b>Purpose</b>
Inspiring People Through Horses	Special Projects	£875	Provision of Equine Facilitated Learning and Equine Assisted Therapy projects to vulnerable people
South East Coast- Age UK	Special Projects	£2,000	Electrical, plumbing, construction works, kitchen equipment and appliances for a kitchen upgrade
Kent Coast Volunteering	Special Projects	£1,250	Recruit and train new volunteers for a befriending scheme

**DEAL TOWN COUNCIL  
MEMORANDUM**

**Attach 11**

**To:** Cllr D Cronk, Chairman of the Finance & General Purpose Committee,  
Committee members  
**From:** Paul Bone, Responsible Finance Officer  
**Date:** 15 March 2022  
**Subject:** Grants 2022-23

---

This year Deal Town Council has only one grant stream, this is for annual grants with a budget of £10,000

**Recommendation**

Members are asked to consider that we use the same criteria as last year for Annual grants with these being considered by the Grants Sub-committee using the approved score sheets as this method has proven very successful.

Please find the updated Grant Rules and application form attached

The proposed deadlines for submission of applications are:

Round 1 closing date: 30<sup>th</sup> June 2022

Round 2 closing date: 31<sup>st</sup> January 2023.

**Decisions Required**

To consider and agree the updated Grant Rules and application form for 2022-23

To consider and agree 2 grant rounds and the closing dates

To consider and agree that the applications are scored by the Grants Sub-committee using the approved score sheets and recommendation for payments of Grants are made to the next F&GP meeting following the grant round closing date.

# **Annual Grants 2022-23**

## **Annual Grants**

### **Annual Grants - SPECIFIC CONDITIONS**

1. There will be two categories of Annual Grant:

Small Grants – awards up to £500

Large Grants – awards from £501 to £1000.

2. The total Annual Grants fund available is £10,000.

3. A minimum of 50% of the Annual Grant fund will be awarded as Small Grants.

4. Two rounds of Annual Grant funding have been agreed for the year 2022-23

Round 1: applications must be received by 5p.m. on

**Thursday 30<sup>th</sup> June 2022**

Round 2: applications must be received by 5p.m. on

**Tuesday 31<sup>st</sup> January 2023**

### **HOW TO APPLY**

1. To download an application form please [click here](#)

2. Applications will be considered by the Grants Sub-Committee. Members will score applications according to the score sheets in Appendix 1c.

## Deal Town Council Grant Programme 2022-23

### Appendix 1a SMALL GRANT and LARGE GRANT Application Form

Please add any additional information you want to give us on a separate sheet.

Which grant are you applying for?	<b>SMALL GRANT</b> .....	<b>LARGE GRANT</b> .....
<b>1. Your Organisation</b>		
Name of organisation		
Contact name and position in organisation	NAME:  POSITION:	
Contact details	ADDRESS:  TEL:  EMAIL:	
Registered charity / CIO	YES/NO:	Charity No:
Co. Ltd by Guarantee or CIC	YES/NO:	Company No:
Community Group, Club or Association	YES/NO:	Details:
Other	YES/NO:	Details:
Have you received a grant within the last 3 years from Deal Town Council?		YES/NO:
If YES please provide information	<b>Year</b>	<b>Amount</b>

<b>2. Your Project</b>	
Please describe your project or activity. What will you do? Where? How?	
What is the proposed start and finish date?	<b>START:</b> <b>FINISH:</b>
What will be the impact of the project? How will you know if you have succeeded?	
Will all the residents of Deal benefit from the project? If your project is not for everybody, which groups of people will benefit?	
Will people outside Deal Town Council's area benefit?	See <a href="https://maps.dover.gov.uk/webapps/Wards/">https://maps.dover.gov.uk/webapps/Wards/</a> YES/NO:
If yes what proportion of your beneficiaries live in Deal town?	.....%
Explain what a Deal Town Council grant would be used for, if awarded.	

3. Financial Details	Item	£
Please give the <b>FULL</b> cost of your project. Continue on a separate sheet if necessary		
	<b>Total cash cost</b>	<b>£</b>
How many volunteer hours are involved?		
Please list any other 'in kind' contributions and value in £.		
Please give details of other funding applied for <b>but not yet secured</b>	<b>Funding applied from</b>	
		<b>£</b>
		<b>£</b>
		<b>£</b>
Please give details of other funding <b>already secured</b>	<b>Funding received from</b>	
		<b>£</b>
		<b>£</b>
		<b>£</b>
Please give details of any cash contribution from your organisation		<b>£</b>
How much grant are you requesting from Deal Town Council?		<b>£</b>

<b>4. Checklist: Have you provided</b>	<b>Yes/No</b>	<b>If 'No', give the reason</b>
A fully completed application form signed and dated		
A copy of your governing document e.g. constitution, set of rules etc. <i>If supplied within last 3 years please contact the R.F.O first</i>		
A copy of your latest bank or building society statement		
A copy of your latest completed accounts and annual report if it exists		

### **Grant Conditions**

- i. *The grant can only be used for the purpose stated in the application. Deal Town Council reserves the right to reclaim any grant not being used for the specified project/activity.*
- ii. *Should the organisation disband or the project cease during the grant period Deal Town Council may ask for all or part of the grant to be paid back.*
- iii. *Organisations are responsible for ensuring that they comply with all legal and statutory requirements.*
- iv. *To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion*
- v. *Acknowledgment of the grant received from Deal Town Council is required on documentation, on promotional literature, websites and on social media. The Deal Town Council logo will be supplied on request for this purpose.*
- vi. *Deal Town Council will monitor the use of the grant through the Grant Monitoring Form. No further applications will be accepted if there is an outstanding Grant Monitoring Form.*
- vii. *Organisations must contact Deal Town Council before disposing of any equipment or resources purchased or part purchased with Deal own Council grant within 3 years of receiving a grant.*
- viii. *Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.*



## 5. Declaration.

*I declare that the information given is correct*

*I have read and agree to adhere to the conditions of the Grant Programme.*

Signed .....

Date .....

<i>Payee for grant payment (if an individual's name please explain why)</i>	<i>Name:</i>
	<i>BANK Details:</i>

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR. Any enquiries or assistance required in completing this form should be made to the Responsible Finance Officer. Tel: 01304 361999 or e-mail: [paul.bone@deal.gov.uk](mailto:paul.bone@deal.gov.uk) .

The declaration at the end of the application form must be signed and dated, forms sent in electronically require either a scanned copy of the final page with signature or a final signed page to be submitted by post.

**All applicants will be advised that their form is being processed within 10 working days of receipt.**

<b>For Town Hall use only.</b>	
Date application form received	
Form checked by	
Date application validated by R.F.O.	
Date of committee meetings when application will be considered	
Decision	
Date applicant notified of decision	

## Appendix 1b

### SMALL GRANT and LARGE GRANT Monitoring Form

Under your grant conditions, you are required to submit an end of grant report on what Deal Town Council's grant has been used for, with a breakdown of all the income you received for the project, and all the expenditure incurred.

The grant monitoring form must be submitted **within three months of the project completion date**.

The declaration at the end of form must be signed and dated.

<b>1. Your Organisation</b>	
Name of organisation:	
<b>2. Your Grant</b>	
Grant Amount	£
Proposed start and finish date	<b>START:</b> <b>FINISH:</b>
Actual START and FINISH dates	<b>START:</b> <b>FINISH:</b>
<b>3. Outputs</b>	
Describe how the residents of Deal benefited from the grant. Include <b>number of beneficiaries</b>	
Please say whether the impact was as you expected. Feel free to tell us honestly about the project failures as well as successes.	
<b>Acknowledging your grant:</b> Please send us evidence of where the Deal Town Council logo was included in your reports, posts, promotional materials etc	

<b>4. Financial Details</b>	<b>Item</b>	<b>£</b>
Please give the FULL final cost of your project. Continue on a separate sheet if necessary		
	<b>Total cash cost</b>	<b>£</b>
Volunteer Hours		
Other IN KIND value		<b>£</b>

#### 5. Declaration.

I declare that the information given is correct

**Signed .....**                      **Date .....**

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent. CT14 6TR.

For assistance in completing this form please contact the Responsible Finance Officer– Tel: 01304 361999 or e-mail: [paul.bone@deal.gov.uk](mailto:paul.bone@deal.gov.uk)

<b>For Town Hall use only.</b>	
Date Monitoring form received:	
Form checked by:	

## Appendix 1c

See below the **Annual Grant (SMALL GRANT and LARGE GRANT)** score sheet for applicants' information only

<b>SMALL GRANT and LARGE GRANT SCORE SHEET</b>			
<b>Organisation</b>			
Please score on 1-5 scale (1=weak 5=excellent) PLUS you can award up to 3 Bonus Points if appropriate			
Criteria	Score 1-5	Bonus	Comments
1. How well does the project meet the needs of Deal residents? Is the project well designed?			
2. Is it local? Will it affect entirely or predominantly Deal residents?			
3. Impact – will it affect a wide range or number of people? Will it have a major impact on a limited number?			
4. Is the budget reasonable? Have costs been properly explored?			
5. Is there a suitable level of match funding and/or volunteer time?			

POINTS OUT OF **28** .....

Signature:.....  
Chair of Grants Committee

Date: .....

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr D Cronk, Chairman of the Finance & General Purpose Committee,  
Committee members  
**From:** Paul Bone, Responsible Finance Officer  
**Date:** 15 March 2022  
**Subject:** Allotment Contractor 2022-23

---

The Allotments Officer has advised that she is very happy with the current Allotments Contractor, 'Clean Cut Gardening Deal', and would like to continue using them for 2022-2023.

The Contractor has advised that they will keep their pricing the same as last year at £390 per day. (This is for a team of usually two people)

Typically, one day per month between April and October is sufficient to maintain all 3 sites.

**Recommendation**

That 'Clean Cut Gardening Deal' continue as the approved Allotments Contractor for the 2022-2023 year.

**Decision Required**

Members to consider the above recommendation

## DEAL TOWN COUNCIL – MEMORANDUM

**To:** Cllr D Cronk, Chairman of the Finance and General Purposes Committee,  
Committee members  
**From:** Paul Bone – Responsible Finance Officer  
**Date:** 15 March 2022  
**Subject:** Third party Internal Auditor

---

McCabe Ford Williams have been the Internal Auditor for Deal Town Council for over 10 years and have provided an excellent service.

Their fee for the internal audit for the year ended 31 March 2022 will be £825 plus VAT assuming that the records are complete / available at the time of the audit.

Please find attached a copy of their standard engagement letter detailing the Scope of Services provided.

### **Recommendation**

- 1) To re-appoint McCabe Ford Williams to continue as the Internal Auditor for Deal Town Council for the financial year 2022-2023
- 2) To delegate authority to the R.F.O. to sign the engagement letter on behalf of the Council and that the Chair of F&GP is the counter signatory.

### **Decisions required**

Members to consider the above recommendations.

Deal Town Council  
Town Hall  
High Street  
DEAL  
Kent  
CT14 6BB

DEA2/JDS/ES

14 March 2022

Dear Sirs

This letter and the attached terms of business dated April 2019 set out the basis on which we are to provide continuous services as internal auditors and your and our respective responsibilities.

John Sheather will continue to be the partner responsible for this engagement.  
Emma Stevens will continue to be the manager responsible for this engagement.

We are bound by the code of ethics of the Institute of Chartered Accountants in England and Wales and accept instructions to act for you on the basis that we will act in accordance with those ethical guidelines.

## 1. SCOPE OF SERVICES

1.1. We have listed below the work which you have instructed us to carry out. This states your and our responsibilities in relation to the work to be carried out. If we agree to carry out additional services for you we will provide you with a new or amended engagement letter and schedules. Only the services which are listed below are included within the scope of our instructions. If there is additional work that you wish us to carry out which is not listed below, please let us know and we will discuss with you whether it can be included in the scope of our work.

### 1.2. Internal audit:

Our work will be strictly limited to that necessary to complete our report within the Audit Commission Annual Return. Our work will be based on the suggested approach as outlined in the Local Councils' Governance and Accountability Guidance. We will visit or carry out a remote audit once a year comprising sufficient work to enable us to complete our report. In particular our work will comprise ensuring that:

- a) Appropriate books of account have been properly kept throughout the year.
- b) The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.
- c) The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- d) The annual precept requirement resulted from an adequate budgetary process; progress against budget was regularly monitored; and reserves were appropriate.
- e) Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- f) Petty cash payments were properly supported by receipts, expenditure was approved and VAT was appropriately accounted for.

Partners: Ian Pascall FCA John Shipley FCA John Sheather FCA David Boobbyer FCA Martin Humphreys FCCA Amanda Ireland MIFA FABRP Clair Rayner FCA DOA  
Barrie Wright FCA Emma Andrews FCA Ashley Phillips FCCA Leigh Jones FCCA Jonathan Fullerton ACA Mark Greenwood FCA  
Consultants: Nicholas Hayward FCA Michael Whittaker FCA Associates: Alison Collier MIFA FABRP Lee Phillips ACCA

Also at: Ashford Cranbrook Heme Bay Maidstone Sittingbourne

Registered to carry on audit work in the UK, regulated for a range of investment business activities, and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales.

- g) Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and national insurance requirements were properly applied.
- h) Asset and investments registers were complete and accurate and properly maintained.
- i) Periodic and year end bank account reconciliations were properly carried out.
- j) The period for the exercise of public rights and publication requirements for the previous year were correctly complied with.
- k) Year end accounts were prepared on the correct accounting basis (receipts and payments / income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, were appropriate, debtors and creditors were properly recorded.

You will be responsible for making available to us, as and when required, all the council's accounting records and related financial information including minutes of committee meetings. You will make full disclosure to us of all relevant information.

1.3. You will continue to deal with other matters required by law, if appropriate, such as:

- 1.3.1. Pay As You Earn including year end returns and matters relating to your employees;
- 1.3.2. Forms P11D;
- 1.3.3. VAT returns.

1.4. There are many other areas where we can be of assistance and we shall be pleased to discuss any matters with you.

## **2. COMMUNICATING WITH YOU**

2.1. We will communicate with Paul Bone in relation to the town council's internal auditing affairs having agreed with you that he will represent the town council.

## **3. AGREEMENT OF TERMS**

### **3.1. Period of engagement**

- 3.1.1. This engagement will start with the accounting period ending on 31 March 2022.
- 3.1.2. We will deal also with matters arising in earlier years as appropriate.
- 3.1.3. This letter supersedes any previous engagement letter for the period covered. Once agreed, this letter will remain effective from the date of signature until it is replaced. You or we may agree to vary or terminate our authority to act on your behalf at any time without penalty. Notice of variation or termination must be given in writing.

### **3.2. Data Protection**

We are committed to ensuring the protection of the privacy and security of any personal data which we process. Your attention is drawn to clause 8 of the attached terms of business which details how we treat personal data received by us in the provision of our services during our engagement with you. By signing this letter, you confirm that you have read and understood clause 8 and any privacy notice referred to therein

### **3.3. Confirmation of your agreement**

- 3.3.1. Please confirm your agreement to the terms of this letter and the attached terms of business by signing and returning the enclosed copy.



3.3.2. If this letter and the attached terms of business are not in accordance with your understanding of our terms of appointment, please let us know.

Yours faithfully

McCabe Ford Williams

We acknowledge receipt of this letter, and we agree to this letter which together with the terms of business fully records the agreement between us concerning your appointment to carry out the work described.

.....  
Name:

For and on behalf of Deal Town Council

.....  
Date

.....  
Name:

For and on behalf of Deal Town Council

.....  
Date: