



Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR,
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To all Committee Members: You are hereby summoned to attend an extraordinary meeting of the Finance & General Purposes Committee at Deal Town Hall on **Monday 13th December 2021** at 7.15pm to transact the business shown on the agenda below.

To the press and public: There is limited public seating for this meeting. To reserve a seat, please email deal.town.council@deal.gov.uk or call 01304 361999 by 10.00am on Friday 11th December 2021. 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 10.00am on Friday 11th December 2021. Please email deal.town.council@deal.gov.uk or post to the above address.

Paul Bone
Responsible Finance Officer
Date: 7 December 2021

AGENDA

1	Chairman's opening remarks and apologies for absence:	Chairman
2	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
3	The minutes of the previous Finance & General Purposes Committee meeting held on 23rd November 2021 for approval: Decision required.	Attach. 2
4	Town Hall hire: Decision required.	Attach. 3
	Statements received from members of the public on items relating to the agenda to be circulated at the meeting by the R.F.O.: For information.	R.F.O.
	Resolution to exclude the public: Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature.	
5	Budget setting 2022/23: Decisions required.	Attach. 4
	Date of next F&GP Committee meeting: 25 January 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

Deal Town Council
Town Hall, High Street, Deal, Kent CT14 6TR

**The minutes of the meeting of the Finance and General Purposes Committee
held on Tuesday 23 November 2021 at 7.15pm**

Present:

Cllr D Cronk – Chairman	Cllr T Bond
Cllr S Beer – Vice Chairman	Cllr T Thompson
Cllr C Turner – Ex Officio	Cllr M Eddy

Officers:

Paul Bone – Responsible Finance Officer
Heather Mcadam – Finance Assistant
Joanne Harper – Assistant to the Town Clerk

Others: None

1	Chairman's opening remarks and apologies for absence: The Chairman welcomed everyone to the meeting and advised of the fire evacuation procedures and advised that apologies had been received from Cllr B Bano.	
2	Declarations of interest: Cllr D Cronk declared an OSI for Item 6 on the agenda as he is the Vice Chairman of Walmer Cricket Club. Cllr T Bond declared a VAOI for Item 6 on the agenda as he is a member of Walmer Cricket Club, he also declared a VAOI for Item 9 on the agenda as he is employed at a wedding hire venue.	
3	The minutes of the previous Finance & General Purposes Committee meeting held on 21st September 2021: - Members RESOLVED: Subject to the amendment at item 10 to replace Heritage Officer with Horticultural Officer, to confirm the minutes of the previous meeting held on 21 st September 2021 as a true and accurate record. (P)CT (S)ME All Agreed The Chairman duly signed the minutes.	R.F.O. Chairman
4	Statements received from members of the public on items relating to the agenda to be circulated at the meeting: None Received	
5	Finance: Income & Expenditure figures and Full Bank reconciliation from 1 st September 2021 to 31 st October 2021: Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation from 1 st September 2021 to 31 st October 2021. (P)ME (S)SB All Agreed	
6	Grants 2021-22: Cllr Cronk left the room whilst the agenda item was discussed. Cllr S Beer took the chair. Following discussion Members RESOLVED: To accept the grant application from Walmer Cricket Club in full subject to the works being specified in the application going ahead. (P)TT (S)CT 3 For, 2 Abs. Agreed. Cllr Cronk returned to the meeting and took the Chair.	R.F.O.
7	Allotments Report: Members RESOLVED: To agree the following recommendations. An additional £1,000 is vired from the contingency budget to the allotment budget to cover the short fall created by the necessary emergency works on the wind damaged trees on the Park Avenue and Golf Road allotment sites The budget for 2022/23 is increased by £1,000 to £8,000 to reflect the regular removal of rubbish from the allotment sites plus an additional £2,000 to be added as a provision for works on the embankment at Park Ave The charges for 2023/24 for all 3 Deal Town Council allotment sites are reviewed in March 2022 and tenants to be advised the charges are under review. (P)SB (S)TT All Agreed.	R.F.O. R.F.O. R.F.O.

8	<p>Saturday Market Report: Members RESOLVED: To accept the following recommendations and request the Market Officer submits a long term (2-year) marketing plan to a future meeting.</p> <p>To authorise the trader (Ron's Box) to use the DTC Saturday market logo on tote bags on the understanding that they are cost price</p> <p>To agree a budget of £200 to hold a Santa's Grotto at the Christmas Eve Market</p> <p>To continue to allow 1 stall a week to be rented out to local charities/organisations (P)ME (S)CT 5 For, 1 Abs. Agreed.</p>	Market Officer
9	<p>Town Hall Hire – Weddings: Following discussion members RESOLVED: The hire charges for wedding ceremonies are increased to Monday to Friday £370 and Saturday £460</p> <p>To stop hire for weddings on a Sunday and Bank Holidays</p> <p>To stop providing the wedding drinks reception packages (P)SB (S)ME All Agreed</p>	Events Manager
10	<p>Budget setting 2021-22: Members RESOLVED: The R.F.O holds an informal training/information session for all members of the Council on the budget, date to be confirmed. That the Finance & General Purposes December Extraordinary meeting is held on Monday 13 December.</p> <p>(P)SB (S)DC All agreed</p>	R.F.O.
11	<p>Procurement Policy: Following discussion Members RESOLVED: To agree the draft procurement policy and recommend to the next Full Council for adoption.</p> <p>(P) ME (S) SB All Agreed</p>	R.F.O.
12	<p>Town Hall Maintenance: Members RESOLVED: To award the contract for the repair of the Chamber windows to B.W. May & Son Ltd. (P)ME (S)SB All Agreed.</p> <p>Members further RESOLVED: To thank the R.F.O. and the Finance Assistant for all their work on the Budget.</p> <p>(P)SB (S)ME All Agreed</p>	

DEAL TOWN COUNCIL
MEMORANDUM

ATTACH 3

To: Chairman of Finance & General Purposes Committee
Members of the Finance & General Purposes Committee

From: Joanne Harper, Events Manager

Date: 7th December 2021

Subject: Town Hall Hire

We have received a request from the local Rock Choir to hire the Town Hall for 30 weeks a year (three terms, with ten weeks in every term). The premises that they currently hire is no longer available and their new term is due to start on 11th January 2022.

They would like to hire the chamber from 10am-12pm, (2 hours per, week @ £20 P/H)) however, the current council guidelines state that bookings must be for a minimum of 3 hours. They are therefore asking council if they would consider their request to allow them to hire the chamber for 2 hours per week during their term time.

Decisions required:

Members to consider hiring the Town Hall to the Rock Choir for regular rehearsals during the hours of 10am-12pm for a period of 30 weeks.