



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

www.deal.gov.uk

To all Committee Members: You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at Deal Town Hall on **Tuesday 23rd November 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 Monday 22nd November. 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 22nd November. Please email deal.town.council@deal.gov.uk or post to the above address.

Paul Bone
Responsible Finance Officer
Date: 17 November 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 21st September 2021: - For approval	Attach. 2
4	Statements received from members of the public on items relating to the agenda to be circulated at the meeting: For information.	R.F.O.
5	Finance: Income & Expenditure figures and Full Bank reconciliation from 1st September 2021 to 31 st October 2021 – Information to note	Attach. 3
6	Grants 2021-22: Decision required	Attach. 4
7	Allotments Report: Decisions required	Attach. 5
8	Saturday Market Report: Decisions required	Attach. 6
9	Town Hall Hire – Weddings: Decisions required	Attach. 7
10	Budget setting 2021-22: Decision required	Attach. 8
11	Procurement Policy: Decision required	Attach. 9
12	Town Hall Maintenance: Decisions required	Attach. 10
	Date of next F&GP Committee meeting: 25 January 2021	

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.

**The minutes of the meeting of the Finance and General Purposes Committee
held on Tuesday 21 September 2021 at 7.15pm**

Present:

Cllr D Cronk – Chairman	Cllr T Bond
Cllr S Beer – Vice Chair	Cllr B Bano
Cllr C Turner (Ex Officio) (From 7:45)	Cllr T Thompson
Cllr M Eddy	

Officers:

Paul Bone – Responsible Finance Officer

Others: 0 members of the public

1	<p>Chairman's opening remarks and apologies for absence: The Chairman welcomed everyone to the meeting and advised everyone on the fire evacuation procedures. The R.F.O. advised that Cllr Turner would be joining the meeting late due to a prior engagement. The Chairman then called for all members to stand and observe a 1 minute silence in memory of co-opted and past Cllr Ian Killbery who recently passed away.</p>	
2	<p>Declarations of interest: Cllr Eddy declared a VAOI for Item 6 (Deal & Walmer Allotments) on the agenda as he is the Chair of Finance at Walmer Town Council. Cllr Bond declared an OSI for Item 6 (Walmer Cricket Club) on the agenda as he is a member of the club. Cllr Beer declared a VAOI for Item 6 (Treetops Pre-School) on the agenda as her daughter is on the board of the organisation. Cllr Cronk declared an VAOI for Item 6 (Walmer Cricket Club) on the agenda as he is the Vice Chairman of the club.</p>	
3	<p>The minutes of the previous Finance & General Purposes Committee meeting held on 20th July 2021: - Members RESOLVED: To confirm the minutes of the previous meeting held on the 20th July 2021 as a true and accurate record. (P) SB (S) TB 4 for, 2 abstentions. Agreed.</p>	
4	<p>Statements received from members of the public on items relating to the agenda to be circulated at the meeting: None received.</p>	
5	<p>Finance: i) Income & Expenditure figures and Full Bank reconciliation from 1st May 2021 to 31st August 2021 – Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation from 1st May 2021 to 31st August 2021 (P) ME (S) TB All Agreed. ii) Budget Setting 2022-23 – Following debate Members RESOLVED: That an extra F&GP meeting is held in December 2021 with the budget for 22-23 as the sole agenda item and that the T&I and Environment committees are requested to create budgets for project funds as requested, to be ready for the November F&GP meeting. (P) TB (S) ME 5 for, 1 abstention. Agreed.</p>	R.F.O.
6	<p>Grants 2021-22 Round 1: Recommendations from the Grants Sub-Committee – Cllr Bond left the room at 7:38. Members RESOLVED: To accept the recommendations from the grants subcommittee and award the following grants:</p>	

	<p>1) North Deal Community Company Ltd. (Golf Road Centre) – To provide a grant of £1,000 towards the costs of an After School Dinner and Homework Club for primary aged children in Deal.</p> <p>2) Deal Arts and Music Ltd. – To provide a grant of £1,000 towards the project leader fees of providing a music centre for Children & Adults.</p> <p>3) Hi Kent – To provide a grant of £500 towards the costs of putting on lip reading classes for Deal residents of all ages</p> <p>4) Walmer Cricket Club – To defer the application for improvements to the club's WC facilities and the installation of a baby changing station facility to the 2nd round for consideration in November and for the applicant to provide more information on what other funding sources they have applied to and to recommend that the club approaches both DDC and Walmer TC for additional funding.</p> <p>5) Treetops pre-school - To provide a grant of £1,000 towards the cost of a level 3 training course for a Forest School Practitioner and to request for details of how the training will be passed on to others and to keep DTC updated with results of this training.</p> <p>6) Deal Speaking up Group - To provide a grant of £500 to assist with raising awareness of the Club by advertising with flyers and posters.</p> <p>7) Deal and Walmer Allotment Association - To provide a partial grant of £200 towards the costs of purchasing a replacement BBQ to be used on open days by schools & children's clubs, and to recommend that the association approach Walmer PC for additional funding.</p> <p>8) 12th Deal Air Scouts Group - To provide a grant of £230 towards the cost of purchasing flags and berets.</p> <p>(P) ME (S) SB 5 for, 1 Abstention. Agreed</p>	<p>R.F.O.</p> <p>R.F.O.</p> <p>R.F.O.</p> <p>R.F.O.</p> <p>R.F.O.</p> <p>R.F.O.</p> <p>R.F.O.</p> <p>R.F.O.</p>
7	<p>Cllr Bond returned to the room.</p> <p>Allotments Report: Following debate members RESOLVED:</p> <p>i) Allotment plots: To request that a full report is brought to the next meeting of this committee that provides a full breakdown of income & expenditure together with a report on all other allotment sites in the Deal area including details of plot pricing and waiting lists.</p> <p>ii) Allotment Budget: To defer this item to the next meeting so that members have the benefit of the Allotment full financial report to refer to.</p> <p>iii) Waiting Lists: To keep the waiting lists open.</p> <p>iv) Bonfires: In line with the Council's environmental aims, to ban bonfires at all times on all of the Council's allotment sites. (P) TB (S) SB All agreed.</p>	<p>Allotment Officer/ R.F.O.</p> <p>R.F.O.</p> <p>Allotment Officer</p>
8	<p>Use of Land - Proposal for alternative use of land at CT14 6RX: Following debate members RESOLVED: For the R.F.O. to write to the member of the public who had requested that the Committee consider alternative uses for the land at CT14 6RX advising that the Committee are not dismissing the request and will investigate alternative uses of this piece of land should the current application being considered by DDC fail. (P) SB (S) ME 6 for, 1 Abstention. Agreed.</p>	<p>R.F.O.</p>
9	<p>Request from DDC Cllr Helen Williams: Members considered the request from DDC Cllr Helen Williams and RESOLVED: Not to support the request for Deal Town Council to provide a dog station and bags for the Cowdry Square play area and for Cllrs to lobby DDC to provide more dispensers in appropriate areas. (P) SB (S) TB All agreed.</p>	<p>R.F.O.</p>
10	<p>Mill Hill Planters - Update from the annual planting group: - Following debate members RESOLVED: To delegate authority to the R.F.O. working with the annual planting group and in liaison with the DDC heritage Officer, to investigate, agree and implement how the agreed budget of £4,000 will be spent in the Mill Hill area. (P) BB (S) CT 5 for, 2 Abstention. Agreed.</p>	<p>R.F.O.</p>

11	Resolution to exclude the public: Resolution to exclude the public under the Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature was taken at 8:55 (P) SB (S) CT All agreed.	
12	Staff Budget: Following debate members RESOLVED: To agree the staff budget increase as recommended by the R.F.O at 30 hours per week, with any additional sum to be taken from the general reserve. (P) SB (S) BB 4 for, 2 Against. Agreed	R.F.O.
	The Chairman closed the meeting at 9:17 pm Date of next F&GP Committee meeting: 23 November 2021	

Date: 17/11/2021

Deal Town Council

Page 1

Time: 14:33

**Bank Reconciliation Statement as at 31/10/2021
for Cashbook 2 - Nat West Mayors Charity Fund**

User: HEATHER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity A/C	31/08/2021		8.16
			<u>8.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8.16
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			8.16
		Balance per Cash Book is :-	8.16
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2021
for Cashbook 1 - Nat West Combined A/C's**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current A/C	30/09/2021		100.00
Nat West Deposit A/C	31/10/2021		596,366.53
			<u>596,466.53</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
02/09/2021 737080888 MARC- ONE SECURITY		115.20	
03/09/2021 737822803 DEAL & WALMER CHAMBER OF TRADE		2,000.00	
03/09/2021 737823373 CLEAN CUT SERVICES		390.00	
01/10/2021 BACS UNA FINCH		250.00	
			<u>2,755.20</u>
			593,711.33
<u>Receipts not Banked/Cleared (Plus)</u>			
24/10/2021 MRS S WARD		26.40	
31/10/2021 MRS C BOYL		29.38	
31/10/2021 D BRAMBLE		26.88	
31/10/2021 MR G CHAND		51.98	
31/10/2021 MR GOLDING		51.74	
31/10/2021 MRSGOLDING		28.80	
31/10/2021 MRS S GRIE		47.23	
31/10/2021 MS D INGA		26.40	
31/10/2021 MS H LUCK		38.88	
31/10/2021 MS G MACIS		26.88	
31/10/2021 MRS A ROBE		55.01	
31/10/2021 MRS SWINNE		38.40	
			<u>447.98</u>
			594,159.31
		Balance per Cash Book is :-	594,688.59
		Difference Excluding Adjustments is :-	-529.28
<u>Adjustments to Reconciliation</u>			
13/05/2021 CAP CHARGE CAPITA CHARGES		-470.16	
27/08/2021 INPUT ERRO INPUT INCORRECT BY 40 PENCE		-0.40	
22/10/2021 una finch BACS ENTERED INSTEAD OF EP		-250.00	
22/10/2021 ENTRY ERRO BACS ENTRY IN ERROR		-250.00	
			<u>-970.56</u>
		Unreconciled Difference is :-	441.28

14:41
Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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
100 General Income								
1076 Precept	201,083	402,166	402,166	(0)			100.0%	
1080 Bank Interest	5	17	2,000	1,983			0.8%	
General Income :- Income	201,088	402,183	404,166	1,983			99.5%	0
Net Income	201,088	402,183	404,166	1,983				
200 Staff Costs								
4000 Salaries Gross	23,388	165,190	283,000	117,810		117,810	58.4%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4060 Official Car Lease	306	2,380	3,564	1,184		1,184	66.8%	
4065 Official Car Fuel	0	73	480	407		407	15.2%	
4070 Training	0	35	2,000	1,965		1,965	1.8%	
4075 Staff Uniforms	0	0	250	250		250	0.0%	
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4085 Payroll Services	388	1,298	0	(1,298)		(1,298)	0.0%	
4090 Staff Recruitment	0	0	750	750		750	0.0%	
Staff Costs :- Indirect Expenditure	24,083	168,976	291,674	122,698	0	122,698	57.9%	0
Net Expenditure	(24,083)	(168,976)	(291,674)	(122,698)				
210 Civic								
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	0	4,800	4,800		4,800	0.0%	
4210 Hospitality	0	868	2,000	1,132		1,132	43.4%	
4220 Robes & Regalia	0	40	0	(40)		(40)	0.0%	
4225 Mayoral Travel & Subsistence	0	0	100	100		100	0.0%	
4230 Mayor Expenses	0	209	1,000	791		791	20.9%	
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	5	0	(5)		(5)	0.0%	
Civic :- Indirect Expenditure	0	1,231	10,000	8,769	0	8,769	12.3%	0
Net Expenditure	0	(1,231)	(10,000)	(8,769)				
220 Administration								
4070 Training	0	1,440	0	(1,440)		(1,440)	0.0%	
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4300 Mobile Phones	8	296	300	4		4	98.8%	
4305 Stationery	0	790	2,000	1,210		1,210	39.5%	

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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
4310 Postage	2	111	500	389		389	22.1%	
4315 Bank Charges	111	820	700	(120)		(120)	117.1%	
4320 General Admin	276	4,722	8,800	4,078		4,078	53.7%	
4325 Office Equipment	0	100	0	(100)		(100)	0.0%	
4330 IT Equipment	5,954	9,605	4,000	(5,605)		(5,605)	240.1%	
4335 IT Support & Website	0	2,969	6,000	3,031		3,031	49.5%	
4340 Telephone & Broadband	37	335	0	(335)		(335)	0.0%	
4345 Pat Testing	0	0	750	750		750	0.0%	
4355 Premises (Running Costs)	994	12,633	18,500	5,867		5,867	68.3%	
4360 Insurance	0	0	6,000	6,000		6,000	0.0%	
4365 Legal Advice	0	0	500	500		500	0.0%	
4370 Election Costs	0	0	6,500	6,500		6,500	0.0%	
4375 Marketing/Communications	135	1,035	2,000	965		965	51.8%	
4380 Contingency	0	0	10,000	10,000		10,000	0.0%	
4390 Waste & Recycling	447	2,783	1,750	(1,033)		(1,033)	159.0%	
4405 Annual Planting	0	4,947	10,000	5,053		5,053	49.5%	
4410 Flags	0	0	180	180		180	0.0%	
4415 Audit Fees	0	2,175	2,500	325		325	87.0%	
4420 Subscriptions	0	734	0	(734)		(734)	0.0%	
4430 Data Protection Officer	0	840	1,000	160		160	84.0%	
4435 General Maintenance	128	3,778	4,000	222		222	94.5%	
Administration :- Indirect Expenditure	8,092	50,113	87,510	37,397	0	37,397	57.3%	0
Net Expenditure	(8,092)	(50,113)	(87,510)	(37,397)				
250 Grants & Donations								
4470 Annual Grants	4,430	14,819	10,000	(4,819)		(4,819)	148.2%	
4475 Special Projects	0	0	20,000	20,000		20,000	0.0%	
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	4,430	14,819	52,500	37,681	0	37,681	28.2%	0
Net Expenditure	(4,430)	(14,819)	(52,500)	(37,681)				
260 Aster Theatre								
1000 Grants Received	0	5,000	0	(5,000)			0.0%	
Aster Theatre :- Income	0	5,000	0	(5,000)				0
Net Income	0	5,000	0	(5,000)				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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
300 Town Hall								
1100 Wedding Hire	396	4,498	5,500	1,002			81.8%	
1105 Chamber Hire	0	240	2,500	2,260			9.6%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	0	0	1,000	1,000			0.0%	
Town Hall :- Income	396	4,738	10,000	5,262			47.4%	0
4070 Training	0	798	0	(798)		(798)	0.0%	
4420 Subscriptions	0	160	0	(160)		(160)	0.0%	
4500 Repairs & Maintenance	0	867	5,000	4,133		4,133	17.3%	
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%	
4540 Water	0	97	0	(97)		(97)	0.0%	
4550 TH Events	0	662	0	(662)		(662)	0.0%	
4720 Licences	0	153	0	(153)		(153)	0.0%	
Town Hall :- Indirect Expenditure	0	3,034	9,030	5,996	0	5,996	33.6%	0
Net Income over Expenditure	396	1,704	970	(734)				
310 VIC								
1200 VIC Income	0	0	1,000	1,000			0.0%	
1205 VIC Sales - Commission	0	0	500	500			0.0%	
VIC :- Income	0	0	1,500	1,500			0.0%	0
4605 Terminal Charges	119	485	500	15		15	97.0%	
4620 Ticket Sales	0	95	0	(95)		(95)	0.0%	
VIC :- Indirect Expenditure	119	581	500	(81)	0	(81)	116.1%	0
Net Income over Expenditure	(119)	(581)	1,000	1,581				
400 Wed/Fri Market								
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
Net Income over Expenditure	0	(488)	4,500	4,988				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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
410 Saturday Market								
1410 Market Traders	2,734	16,549	22,000	5,451			75.2%	
Saturday Market :- Income	2,734	16,549	22,000	5,451			75.2%	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	666	6,429	3,000	(3,429)		(3,429)	214.3%	
4735 Market Licence	0	0	1,500	1,500		1,500	0.0%	
Saturday Market :- Indirect Expenditure	666	6,855	6,500	(355)	0	(355)	105.5%	0
Net Income over Expenditure	2,068	9,694	15,500	5,806				
420 Braderie Market								
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
Net Income over Expenditure	0	0	2,140	2,140				
500 Public Conveniences								
4800 Public Conveniences	0	31,682	31,682	(0)		(0)	100.0%	
Public Conveniences :- Indirect Expenditure	0	31,682	31,682	(0)	0	(0)	100.0%	0
Net Expenditure	0	(31,682)	(31,682)	0				
600 Allotments Golf Road								
1500 Allotment Income	1,426	1,458	1,334	(124)			109.3%	
Allotments Golf Road :- Income	1,426	1,458	1,334	(124)			109.3%	0
4500 Repairs & Maintenance	0	0	1,800	1,800		1,800	0.0%	
4540 Water	961	961	600	(361)		(361)	160.2%	
Allotments Golf Road :- Indirect Expenditure	961	961	2,400	1,439	0	1,439	40.0%	0
Net Income over Expenditure	465	497	(1,066)	(1,563)				
610 Allotments Park Ave								
1500 Allotment Income	1,298	1,501	1,333	(168)			112.6%	
Allotments Park Ave :- Income	1,298	1,501	1,333	(168)			112.6%	0

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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
4500 Repairs & Maintenance	585	3,240	1,800	(1,440)		(1,440)	180.0%	
4540 Water	0	0	600	600		600	0.0%	
Allotments Park Ave :- Indirect Expenditure	585	3,240	2,400	(840)	0	(840)	135.0%	0
Net Income over Expenditure	713	(1,739)	(1,067)	672				
620 Allotments Mill Road								
1500 Allotment Income	1,059	1,160	1,333	173			87.1%	
Allotments Mill Road :- Income	1,059	1,160	1,333	173			87.1%	0
4500 Repairs & Maintenance	195	1,565	1,800	235		235	86.9%	
4540 Water	0	355	400	45		45	88.9%	
Allotments Mill Road :- Indirect Expenditure	195	1,920	2,200	280	0	280	87.3%	0
Net Income over Expenditure	864	(760)	(867)	(107)				
700 Town Events								
5005 Town Hall Promotions	0	0	1,000	1,000		1,000	0.0%	
5010 Heritage Day	0	0	500	500		500	0.0%	
5015 Christmas Events	0	0	500	500		500	0.0%	
5020 Mayoral Ceremonial Event	0	120	500	380		380	24.0%	
5025 International Woman's Day	0	0	500	500		500	0.0%	
5030 Charter Day	300	550	500	(50)		(50)	110.0%	
5035 Holocaust Memorial Day	0	0	500	500		500	0.0%	
Town Events :- Indirect Expenditure	300	670	4,000	3,330	0	3,330	16.8%	0
Net Expenditure	(300)	(670)	(4,000)	(3,330)				
800 Cycle Friendly								
5505 Administration	0	6	0	(6)		(6)	0.0%	
Cycle Friendly :- Indirect Expenditure	0	6	0	(6)	0	(6)		0
Net Expenditure	0	(6)	0	6				
900 Projects								
4385 Town Signage	0	685	500	(185)		(185)	137.0%	
9010 T & I Fund	0	0	30,000	30,000		30,000	0.0%	
Projects :- Indirect Expenditure	0	685	30,500	29,815	0	29,815	2.2%	0
Net Expenditure	0	(685)	(30,500)	(29,815)				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

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
Grand Totals:- Income	208,001	432,590	451,106	18,516			95.9%	
Expenditure	39,431	285,262	533,696	248,434	0	248,434	53.5%	
Net Income over Expenditure	168,570	147,328	(82,590)	(229,918)				
Movement to/(from) Gen Reserve	168,570	147,328						

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr D Cronk, Chairman of the Finance & General Purpose Committee,
Committee members
From: Paul Bone, Responsible Finance Officer
Date: 17 November 2021
Subject: Annual Grants Round 1

At the September meeting of this Committee, a recommendation from the Grants Sub Committee to defer the following application was agreed.

WALMER CRICKET CLUB	ANNUAL LARGE	£800.00	IMPROVEMENTS TO WC FACILITIES AND INSTALLATION OF BABY CHANGING FACILITIES
To defer the application to the 2nd round for consideration in November and for the applicant to provide more information on what other funding sources they have applied to and to recommend that the club approaches both DDC and Walmer PC for additional funding.			

Please see your pink papers for a copy of the original application together with the additional information supplied by the club.

Decisions required.

Members to consider the additional information and agree the amount of grant to be paid.

DEAL TOWN COUNCIL MEMORANDUM

To: Cllr D Cronk, Chairman of the Finance & General-Purpose Committee,
Committee members

From: Heather McAdam – Allotment Officer & Paul Bone – R.F.O.

Date: 16 November 2021

Subject: Allotment Report

At the F&GP meeting in September members RESOLVED: To request that a full report is brought to the next meeting of this committee that provides a full breakdown of income and expenditure together with a report on all other allotment sites in the Deal area including details of plot pricing and waiting lists. To refer the allotment budget to the next meeting so that members have the benefit of the allotment full financial report to refer to.

Please see below report as requested.

Income:

The total Budgeted Income for all three sites for 2021/22 was set at £4,000

With the works carried out in splitting large plots when they become available together with clearing and making usable previously unused plots the actual income for the year has totaled £4,705

The breakdown per site is shown in the income expenditure table further down the report.

The figures for total income will differ slightly from the ones shown in the monthly income and expenditure reports as the allotment agreements run from October each year.

Allotment Site	Income (from Oct 2020 to Sept 2021)
Mill Road	£1408
Park Avenue	£1583
Golf Road	£1713
Total	£4,704

Planned Expenditure:

The total Budgeted expenditures for all three sites for 2021/22 was set at £7,000

All the planned expenditure for the year falls within this budget. To date, £4,541 has been spent and another £1,700 is still to be spent on planned maintenance & water bills by the year end bringing the total for the year to £6,241. (see table overleaf)

Unplanned Expenditure:

Due to very high winds during the year a number of trees in both the Park Avenue and the Golf Road sites have become dangerous and have had to be cut back/down. These unplanned works amounted to £1,590 (see table overleaf)

Expenditure for each of the three Deal Town Council allotment sites.

Site	Water	Maint. Contractor	Other costs	Rubbish Removal	Total planned spend to date	Unplanned works	Grand Total including unplanned works
Mill Road	£480	£850	£144 TAPS & PADLOCKS	£175	£1,649		£1,699
Park Ave	£462	£861	£110 FIX WATER LEAK	£175	£1,617	£1,200 Dangerous tree removal	£2,817
Golf Road	£525	£750			£1,275	£390 Dangerous tree removal	£1,665
Total					£4,541		£6,131

Additional works required:

Works required this financial year

Allotment Site	Work required		
Park Avenue	Repair of wall		£500
Park Avenue	Digger and driver to turn over and flatten compost heap		£500
Park Avenue	Building Surveyor report	See Note below	£250
		Total	£1,000

Additional cost to be considered for inclusion in next year's budget:

All 3 sites	Removal of rubbish including green waste on a regular basis due to no bonfires.		£1000 per annum
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Request for information on allotment rents that other local sites charge

The Allotment Officer gathered information from Dover Town Council and the Walmer and Kingsdown Allotment Association regarding their prices for allotments.

From the information received it showed that they both charge for full plots, half plots and quarter plots which can vary in size and include water rates within their charges.

The nearest common size for comparison is a plot of 125 Sq m as set out in the table below:

Site	Cost per year for 125 Sq m plot
Walmer and Kingsdown	£26.00
Dover Town Council	£42.50
Deal Town Council	£59.90

Waiting Lists:

Site	Plots
Walmer and Kingsdown	31
Dover Town Council	100 plus
Deal Town Council	81 (was 72 in September)

Recommendation:

- 1) That an additional £1,000 is vired from the contingency budget to the allotment budget to cover the shortfall created by the necessary works on the wind damaged trees.
- 2) That the budget for 2022/23 is increased by £1,000 to £8,000 to reflect the regular removal of rubbish from the allotment sites.
- 3) The charges for all 3 Deal Town Council allotment sites remain unchanged.

Decision Required:

Members to consider the above recommendations

**DEAL TOWN COUNCIL
MEMORANDUM**

Attach 6

To: Councillor D Cronk – Chairman of the Finance & General Purposes Committee
Committee members

From: Mr Chris Hobbs-East – Saturday Market Officer

Date: 17 November 2021

Subject: Deal Saturday Market Report

The market continues to run at a stall capacity of between 30 –35 traders each week.

In liaison with the Chair and Vice Chair of F&GP and the Chairman of the Council the Town Clerk used her delegated power to authorise the purchase of 300 tote bags with the Saturday Market logo on, at a cost of £900. These were given out to visitors at the market on Saturday 16th October to celebrate Deal getting its Charter. These proved very popular and were well received. They were produced by a regular trader (Rons Box) at the market who is now getting requests for orders to purchase. For this reason, the trader would like to sell the bags at their stall for cost price.

The bag has also made an appearance in a painting of the market done by a local artist which is now for sale in 81 Beach Street.

I would like to hold a Santa's Grotto at the Christmas Eve market this year. In order to do this the committee will need to agree a budget, and I am also working on having live Christmas music every week during December.

Please see attached the layout of the market during December.

The Christmas Eve market will be advertised with leaflets and posters (produced in-house) which will be available in reception and the DTC stall, traders will also be given a supply to give to their customers. There will also be posters on the council and precinct noticeboards. I will start advertising on the DTC Facebook page and website from the beginning of December.

The decision to make a stall available at the market for the local charities and organisations stall has been very popular, with all groups expressing how much help it has been for them not only for fundraising but also to publicise their group and activities. The council agreed to this for a trial period from January 2021 until December 2021 however, as it has proved a great success, I would like to continue this from now on.

Recommendations:

- To authorise the trader (Rons Box) to use the DTC Saturday market logo on tote bags on the understanding that they are at cost price.
- To agree a budget of £200 to hold a Santas Grotto at the Christmas Eve Market
- To continue to allow 1 stall a week to be rented out to local charities/organisations.
- **Decisions required:** Members to consider the above

MEMORANDUM

To: Councillor D Cronk, Chairman of the Finance & General Purposes Committee
Committee members
From: Joanne Harper Event Manager and Paul Bone R.F.O
Date: 16 November 2021
Subject: Town Hall Hire Annual Review 2021

It is now time for the annual review of the hire charges for weddings at the Town Hall.

We are pleased to advise that the Town Hall is continuing to be a very popular venue for wedding/civil partnership ceremonies and that by the end of the current year 25 ceremonies will have been held.

Previously the council has not considered the real costs including staff time and associated overheads in pricing of the service we provide. However, in preparing this review we have taken these factors into consideration. We have also explored the prices that neighbouring councils charge, although this was not straight forward as none offer exactly the same services.

Current services offered for weddings at Deal Town Hall are;

Wedding ceremonies

Hire charges: Monday to Friday £275.00, Saturday £350.00, Sunday & Bank holidays £500.00

Wedding drinks reception packages: We currently offer two drinks reception packages.

Chamber reception

Hire charge: £75.00, which includes 1-hour extra hire after a ceremony, the use of tablecloths, champagne glasses and 2 members of staff to serve and re-arrange the room layout.

Undercroft reception

Hire charge: £125.00 which includes 1-hour extra hire after a ceremony, the use of tablecloths, champagne glasses and 2 members of staff.

The following recommendations take into account the maximum amount of staff resources that may be required for a wedding booking as well as allowing for a contribution to the associated utilities costs.

The prices for similar packages at four other local Council run venues range from:

Monday to Friday £279 to £550

Saturday £389 to £650

Recommendations:

- (1) The hire charges for wedding ceremonies are increased to:
Monday to Friday £370
Saturday £460
- (2) To stop hire of the Town Hall for weddings on a Sunday and Bank holidays due to lack of demand and limited staff availability.
- (3) To stop providing the wedding drinks reception packages due to limited staff availability.

Decisions required: Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr D Cronk, Chairman of the Finance & General Purpose Committee,
Committee members
From: Paul Bone, Responsible Finance Officer
Date: 17 November 2021
Subject: Budget setting 2022/23

Please see the draft budget information for discussion in your pink papers

Decision required.

Members to agree the date in December for the additional meeting that was agreed to review the budget for 2022/23

DEAL TOWN COUNCIL

MEMORANDUM

To: Councillor D Cronk – Chairman of the F&GP Committee
All Councillors

From: Mrs Lorna Crow – Town Clerk

Date: 13 October 2021

Subject: Draft Procurement Policy

The council agreed to align Deal Town Councils business operations with their Environmental Policy.

This was considered by the Environment committee and the council officers are currently liaising with the Chairs and Vice Chairs of committees to achieve this.

It was agreed that any drafts are presented to the relevant committee to consider any changes or updates that may be required before the final draft is referred to Full Council for adoption.

The schedule for reviewing council operations (agreed by the Environment committee) is as follows:

Finance & General Purposes:

General Procurement Policy

DTC Market and events

Allotments

Grants

Committee Guidance sheet to refer to before decisions are taken

Planning:

Guidance sheet to refer to before planning recommendations are agreed

Transport & Infrastructure:

Guidance sheet to refer to before decisions are taken

Environment:

Guidance sheet to refer to before decisions are taken.

The draft procurement policy is now ready for the Finance and General Purposes committee to consider for recommending to full council.

Please see overleaf policy.

Decision required: Members to consider the draft procurement policy

PROCUREMENT POLICY

Deal Town Council procures goods and services to a value of over £250,000 each year. All purchasing must comply with the Council's Standing Orders and Financial Regulations, which cover, amongst other things: the number of quotations required and tender rules.

The purpose of this policy is to provide additional guidance on the factors that will be taken into account when purchasing goods and services.

Sustainable procurement

- 1) The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.
- 2) The Council is required to consider social value in all service contracts above the EU threshold but recognises that this is good practice for all contracts.
- 3) The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products or specify working methods that protect biodiversity.
- 4) The Council will, wherever possible, purchase goods that meet international Fairtrade standards (or similar).

Local procurement

- 5) The Council recognises the benefits to the economy of using local and SME businesses and, where appropriate, the voluntary sector. The Council will seek out local contractors and suppliers wherever possible and make the tender process SME friendly.
- 6) The Council pays a living wage to its employees and will encourage its suppliers to do the same.
- 7) All procurement will be in accordance with the Council's Equal Opportunities Policy.
- 8) The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement.

Health and safety and insurance

- 9) All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation.
- 10) Provision of suitable risk assessments and method statements may be a condition of contracts involving work on Council properties or sites.
- 11) The Council requires all contractors working on Council sites and properties to maintain adequate insurance, including but not limited to: Public Liability insurance for £5 million and, where relevant, Professional Indemnity insurance at a level commensurate with the value of the contract.

Community engagement

12) Where relevant the Council will consult with residents and service users to better understand what is needed, who will use it and what the essential requirements are for an item of capital expenditure. Examples of when this will apply include: provision of new play areas or modifications to Council buildings.

Selection criteria

13) The following factors may be taken into account in the Council's selection process:

- Environmental record
- Environmental policies and practices
- Health and safety record
- Health and safety procedures
- Financial accounts
- References
- Location of supplier
- Organisational structure and staffing levels

Procurement procedures and guidance

14) All contracts estimated at over £8,000 will be advertised on the Council's website.

15) All contracts estimated at over £25,000 will also be advertised on the Contracts Finder website.

16) In accordance with our Financial Regulations the Council is not obliged to accept the lowest of any tender, quotation or estimate, but must give reasons for not doing so.

17) The Council maintains monthly accounts with suppliers of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must either provide a purchase order or be provided with a receipt. Limits will be set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised in advance.

18) Where additional guidance is needed the following documents will be taken into account:

- Joint Practitioners' Advisory Group (JPAG) (March 2014), *Governance and Accountability for Local Councils A Practitioners' Guide (England)*
- NALC (2015), *A Guide to Understanding Procurement*

Environmental Impact

We will:

- Encourage suppliers to take action to reduce waste and promote reuse throughout the supply chain by requesting information on processes during procurements where appropriate
- Encourage suppliers to support circular economy principles in their contracts with Deal Town Council by using/making products made from non-virgin, repurposed and local (where possible) materials; products that have minimum waste through smart design and packaging and products that can be easily disassembled and repurposed
- Encourage suppliers to reduce the use of single use plastics in their service provision and find sustainable alternatives (where appropriate)
- Consider the potential transport requirements associated with any contract and how these may be minimised, whilst encouraging suppliers to minimise the negative impact of their transport operations
- Commission and procure energy-efficient products and services and encourage suppliers to improve their processes in this area
- Encourage suppliers to demonstrate they are minimising the environmental impacts of their supply chain, choosing more sustainable and high quality products and/or services
- Consider the risk of negative water impact in specific contracts, with particular focus on waste use, waste water and discharges into the water system
- Promote the use of, and compliance with, the council's meat free only catering stipulation in all relevant contracts
- Encourage all suppliers to complement, where possible, Deal Town Council's Environmental Policy

<https://www.deal.gov.uk/UserFiles/Files/DTC%20Environmental%20policy%20final%20web.pdf>

COUNCIL PREFERRED CONTRACTORS

The council has a list of preferred contractors who are required to complete the Procurement questionnaire where applicable which includes details on:

- Financial accounts
- References
- Location of supplier
- Modern Slavery Policy
- Living Wage Policy
- Fairtrade Policy
- Carbon Reduction Policy or similar and strategy or action plan
- H & S Policy, record and procedures
- Organisational structure and staffing levels
- Information on the company's supply chain with regards to sustainability

Definitions

Sustainable / Sustainability – Being sustainable means not depleting natural resources in order to maintain an ecological balance. In the simplest terms, if a tree is chopped down another is planted to replace it.

Local: Relating or restricted to a particular area or one's neighbourhood

Biodiversity: The variety of plant and animal life in the world or in a particular habitat, a high level of which is usually considered to be important and desirable.

Social value: Social value is the quantification of the relative importance that people place on the changes they experience in their lives. Some, but not all of this value is captured in market prices.

Living wage: A wage that is high enough to maintain a normal standard of living.

Fairtrade: Trade between companies in developed countries and producers in developing countries in which fair prices are paid to the producers.

Meat free: Not containing meat.

Negative water impact: In the case of water impact assessment, for some methods, water consumed is characterised with a positive CF (water consumption has damaging effect), and water emitted has a negative CF.

Single use plastic: Single-use plastics, or disposable plastics, are used only once before they are thrown away or recycled. These items are things like plastic bags, straws, coffee stirrers, soda and water bottles and most food packaging.

Products made from non-virgin, repurpose: Virgin material can be defined as unused raw material that has never been subjected to any processing other than for its production.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr D Cronk, Chairman of the Finance & General Purpose Committee, Committee members
From: Paul Bone, Responsible Finance Officer
Date: 17 November 2021
Subject: Town Hall Maintenance

At the July meeting of this Committee, it was agreed that the R.F.O. obtains 3 quotations for the repair of the Chamber windows as set out in the surveyors report and bring them back for decision at the next F&GP meeting

The invitation to tender went out to 3 local builders that the Council had previously used.

Please see your pink papers for copies of the quotations received.

Contractor A	Dover Based	£7,412.00
Contractor B	Sittingbourne Based	£6,814.00
Contractor C	Deal Based	Declined to quote as too busy

Recommendation.

To use Contractor B as they are the lowest quote and I am very confident of their quality of work based on their previous internal works at the Town Hall.

Decisions required.

Members to decide who the contract should be awarded to.