



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 a meeting of the Finance & General Purposes Committee at the Town Hall on **Tuesday 17 May 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 16<sup>th</sup> May 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: 11 May 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 22<sup>nd</sup> March 2022 for approval and signing:</b> Decision required	Attach. 2
6	<b>Finance:</b> Income & Expenditure figures and Full Bank reconciliation to 31 <sup>st</sup> March 2022 – Information to note	Attach. 3
7	<b>Allotments:</b> 1) Allotment contractor - Decision required 2) Park Avenue survey contractor - Decision required	Attach. 4 Attach. 5
8	<b>Market Officer Report:</b> Decisions required	Attach. 6
9	<b>Waste Collection Review:</b> Decision required	Attach. 7
10	<b>Mayors' Parlour Refurbishment:</b> Decision required	Attach. 8
11	<b>Past Mayor Badge Update:</b> Information to note	Attach. 9
	<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.	
12	<b>Staff Policy Update</b>	Attach. 10
	<b>Date of next F&amp;GP Committee meeting:</b> 19 <sup>th</sup> July 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.

The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on Tuesday 22<sup>nd</sup> March 2022 at 7.15pm

Present: Cllr D Cronk (Chairman) Cllr S Beer (Vice-Chairman)  
Cllr C Turner (Ex-Officio) Cllr B Bano  
Cllr M Eddy

Officers: Mr P Bone (Responsible Finance Officer)  
Mrs H McAdam (Finance Asst.)  
Mr C Hobbs-East (Market / Braderie Officer)

Members of the public: None

### MINUTES

1	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone to the meeting, advised of the fire evacuation instructions and to switch phones off or to silent.	Chairman
2	<b>Apologies for absence:</b> Cllr T Thompson, Cllr T Bond	
3	<b>Declarations of interest:</b> None received.	
4	<b>Statements received from members of the public on items relating to the agenda to be circulated at the meeting:</b> None received.	
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> Members RESOLVED: To accept the minutes of the Finance & General Purposes meeting held on 18 <sup>th</sup> January as a true and accurate record (P) CT (S) SB 4 For, 1 Abstention. Agreed.	
6	<b>Finance:</b> Income & Expenditure figures and Full Bank reconciliation up to the 28 <sup>th</sup> February 2022: Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation up to 28 <sup>th</sup> February 2022 . (P) ME (S) SB. All Agreed.	
7	<b>Braderie:</b> Following debate Members RESOLVED: To hold the Braderie on 18 September 2022 The route of the Braderie to be as in previous years, running from near Alfred Square to St Georges Path (next to St Georges Church) To delegate authority to the Market officer in liaison with the R.F.O to agree the provider of road closures, toilet, and first aid. Stall sizes all to be the same at 8ft x 8ft The stall price to be £50. Should traders request more than one stall, the allocation will be at the discretion of the Market Officer. The Charity discount to be changed from a 50% discount to a £10 discount for Charities and local organisations. The 'Free' stall for shops in front of their properties will only apply if the shop requesting the free table can demonstrate to the satisfaction of the Market Officer that the land that the table will be placed on belongs to them, otherwise there will be a £10 discount for a stall in front of their property. To have up to 3 food traders and charge £200 for the pitches To keep the sale criteria the same and to consider in future years if changes are required. To employ professional Marshalls for the event To delegate authority to the Market Officer in liaison with the R.F.O to run a wide scope advertising campaign with a budget of up to £400. To have a VIC stall outside the Town Hall. To agree the rules subject to any amendments required regarding the above resolutions. (P) SB (S) BB 4 For, 1 Abstention. Agreed	Braderie Officer/ R.F.O

8	<p><b>Saturday Market:</b>  <b>A) 2 year marketing plan:</b> Members RESOLVED: To agree with the long term (2-year) marketing plan as presented. To delegate authority to the Town Clerk in liaison with 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. To delegate authority to the Town Clerk in liaison with the Market Officer to make any necessary amendments that may be required to the long term (2-year) marketing plan from time to time. (P) SB (S), ME All agreed  Cllr Beer thanked the Market Officer and the Town Clerk for their work on this plan.  <b>B) Market Rules:</b> Members RESOLVED: To agree with the updated Saturday Market Rules as presented. (P) SB (S) CT All Agreed</p>	Market Officer
9	<p><b>Wednesday Market, &amp; Quarterly Specialist Market</b>  <b>Wednesday Market:</b> Following debate members RESOLVED: To relaunch Wednesday Markets from 13<sup>th</sup> April. To limit the number of tables to just 9. That traders must use DTC tables and not bring extra tables or rails. To increase the price from £25 to £30 per date. (P) SB (S) ME All agreed.  <b>Quarterly Specialist Market:</b> To request that the Market Officer looks at possible other venues to allow larger events and bring a new report to a future meeting. (P) SB (S) CT All agreed.</p>	Market Officer
10	<p><b>Charity Undercroft Hire &amp; Friday Market Hire:</b> Following debate members RESOLVED:  <b>Charity Undercroft Hire:</b> To relaunch on Saturday 4<sup>th</sup> June. To limit the number of tables to just 9. That traders must use DTC tables and not bring extra tables or rails. To keep the price at £25 per date. For traders to pay via bank transfer at the time of confirmation. To allow a maximum of 2 dates to be booked so that it offers a fair and varied choice for all organisations/ charities. Applications to be received from 28<sup>th</sup> March to 13<sup>th</sup> May for 4<sup>th</sup> June 2022 to 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.  <b>Friday Market Hire:</b> To not reinstate renting the undercroft out to traders of the Wednesday Market so that they can hold their own market on Fridays.  (P) BB (S) SB All Agreed.</p>	Market Officer
11	<p><b>Public Toilets – DDC funding request 2022-2023:</b>  Cllr S Beer declared a VAOI, due to her role in DDC. Following debate members RESOLVED: To only pay £32,000 towards the public toilets in King Street, South Street and Victoria Park as per the agreed budget. Members asked that Cllr Richardson is thanked for his report and is invited to a future meeting to address members on DDC plans for the toilets. (P) ME (S) CT 4 for, 1 abstention. Agreed.</p>	R.F.O.
12	<p><b>Grants:</b>  <b>Grants 2021 – 2022 update:</b> Following debate Members RESOLVED: To note the report and allocate £2,000 from the unused Special Projects 'Supporting the Vulnerable' budget into an 'earmarked reserve'. This reserve only to be used for supporting Ukrainian Refugees in Deal.  Cllr Bano and Beer to submit a report on the suggested allocation of these funds once they have researched the details to the Town Clerk.  The allocation of funds from the 'earmarked reserve' to support any projects for Ukrainian Refugees in Deal to be delegated to the Town Clerk and R.F.O. in liaison with Cllrs Bano and Beer. (P) BB (S) SB All agreed  (Note: Any allocation can only be made if in accordance with the powers that the Council holds at that time and may require a grant application to be completed to comply with the Council's financial regulations.)  <b>Grants 2022– 2023:</b> Members RESOLVED: To agree the updated Grant Rules and application forms for 2022-23. There will be two rounds of Annual Gants with closing dates of 30<sup>th</sup> June 2022 and 31<sup>st</sup> January 2023. Annual grants will be scored by the Grants Sub-committee using the approved score sheets and</p>	<p>R.F.O.   Cllrs BB &amp; SB   Town Clerk/  R.F.O.   R.F.O.</p>

	recommendation for payments of Grants will be made to the next F&GP meeting following the grant round closing date. (P) SB (S) ME All agreed	
13	<b>Allotments:</b> Cllr Eddy declared a VAOI as he uses Clean Cut Gardening Deal. Members RESOLVED: To continue with the services of Clean Cut Gardening Deal for the allotment sites maintenance work. (P) CT (S) SB 4 for, 1 abstention. Agreed.	Allotment Officer
14	<b>DTC Internal Auditor:</b> Following debate members RESOLVED: To appoint McCabe, Ford & Williams for the next financial year. (P) SB (S) ME All agreed	R.F.O.
	<b>The Chairman closed the meeting at 8.15 pm</b>	

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## Deal Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## 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
<u>100 General Income</u>								
1076 Precept	0	402,166	402,166	(0)			100.0%	
1080 Bank Interest	4	53	2,000	1,947			2.7%	
General Income :- Income	<u>4</u>	<u>402,219</u>	<u>404,166</u>	<u>1,947</u>			<u>99.5%</u>	<u>0</u>
<b>Net Income</b>	<b><u>4</u></b>	<b><u>402,219</u></b>	<b><u>404,166</u></b>	<b><u>1,947</u></b>				
<u>200 Staff Costs</u>								
4000 Salaries Gross	21,107	282,891	283,000	109		109	100.0%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4060 Official Car Lease	(3,268)	0	0	0		0	0.0%	
4065 Official Car Fuel	(198)	0	0	0		0	0.0%	
4070 Training	0	1,781	2,000	219		219	89.1%	
4075 Staff Uniforms	0	18	250	232		232	7.0%	
4080 HR & HS	1,530	1,530	1,530	0		0	100.0%	
4085 Payroll Services	(1,525)	0	0	0		0	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>17,645</u>	<u>287,094</u>	<u>287,630</u>	<u>536</u>	<u>0</u>	<u>536</u>	<u>99.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(17,645)</u></b>	<b><u>(287,094)</u></b>	<b><u>(287,630)</u></b>	<b><u>(536)</u></b>				
<u>205 Official Car</u>								
4060 Official Car Lease	3,564	3,564	3,564	(0)		(0)	100.0%	
4065 Official Car Fuel	198	198	480	282		282	41.2%	
Official Car :- Indirect Expenditure	<u>3,762</u>	<u>3,762</u>	<u>4,044</u>	<u>282</u>	<u>0</u>	<u>282</u>	<u>93.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(3,762)</u></b>	<b><u>(3,762)</u></b>	<b><u>(4,044)</u></b>	<b><u>(282)</u></b>				
<u>210 Civic</u>								
1998 Mayors events income	0	1,558	0	(1,558)			0.0%	
Civic :- Income	<u>0</u>	<u>1,558</u>	<u>0</u>	<u>(1,558)</u>				<u>0</u>
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	3,600	4,800	1,200		1,200	75.0%	
4210 Hospitality	110	1,834	2,000	166		166	91.7%	
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	349	1,000	651		651	34.9%	
4235 Deputy Mayor Expenses	0	0	500	500		500	0.0%	

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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%	
<b>Civic :- Indirect Expenditure</b>	<b>110</b>	<b>5,964</b>	<b>10,000</b>	<b>4,036</b>	<b>0</b>	<b>4,036</b>	<b>59.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(110)</b>	<b>(4,406)</b>	<b>(10,000)</b>	<b>(5,594)</b>				
<b>220 Administration</b>								
4070 Training	(1,110)	0	0	0		0	0.0%	
4080 HR & HS	(1,290)	1,688	1,530	(158)		(158)	110.3%	
4085 Payroll Services	1,826	1,826	0	(1,826)		(1,826)	0.0%	
4300 Mobile Phones	83	1,107	300	(807)		(807)	369.1%	
4305 Stationery	290	2,313	2,000	(313)		(313)	115.6%	
4310 Postage	0	724	500	(224)		(224)	144.7%	
4315 Bank Charges	119	1,378	700	(678)		(678)	196.9%	
4320 General Admin	518	7,151	8,800	1,649		1,649	81.3%	
4325 Office Equipment	135	625	0	(625)		(625)	0.0%	
4330 IT Equipment	0	4,361	4,000	(361)		(361)	109.0%	
4335 IT Support & Website	846	8,284	6,000	(2,284)		(2,284)	138.1%	
4340 Telephone & Broadband	181	1,211	0	(1,211)		(1,211)	0.0%	
4345 Pat Testing	0	0	750	750		750	0.0%	
4355 Premises (Running Costs)	528	17,986	18,500	514		514	97.2%	
4360 Insurance	0	5,523	6,000	477		477	92.0%	
4365 Legal Advice	600	600	500	(100)		(100)	120.0%	
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	5,954	9,000	3,046		3,046	66.2%	
4390 Waste & Recycling	406	1,650	1,750	100		100	94.3%	
4405 Annual Planting	2,895	8,272	10,000	1,728		1,728	82.7%	
4410 Flags	0	0	180	180		180	0.0%	
4415 Audit Fees	0	2,175	2,500	325		325	87.0%	
4420 Subscriptions	0	1,184	0	(1,184)		(1,184)	0.0%	
4425 Town Plan	(4,141)	183	0	(183)		(183)	0.0%	
4430 Data Protection Officer	0	840	1,000	160		160	84.0%	
4435 General Maintenance	0	3,843	4,000	157		157	96.1%	
<b>Administration :- Indirect Expenditure</b>	<b>1,885</b>	<b>85,736</b>	<b>86,510</b>	<b>774</b>	<b>0</b>	<b>774</b>	<b>99.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,885)</b>	<b>(85,736)</b>	<b>(86,510)</b>	<b>(774)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>250 Grants &amp; Donations</b>								
4470 Annual Grants	0	6,829	10,000	3,171		3,171	68.3%	
4475 Special Projects	2,000	6,000	20,000	14,000		14,000	30.0%	
4480 Christmas Light Fund	0	2,000	2,000	0		0	100.0%	
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>2,000</b>	<b>14,829</b>	<b>52,500</b>	<b>37,671</b>	<b>0</b>	<b>37,671</b>	<b>28.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,000)</b>	<b>(14,829)</b>	<b>(52,500)</b>	<b>(37,671)</b>				
<b>260 Astor Theatre</b>								
1000 Grants Received	0	5,000	0	(5,000)			0.0%	
Astor Theatre :- Income	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>				<b>0</b>
4471 DDC Astor Grant	0	5,000	0	(5,000)		(5,000)	0.0%	
Astor Theatre :- Indirect Expenditure	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>	<b>0</b>	<b>(5,000)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>300 Town Hall</b>								
1100 Wedding Hire	770	9,010	5,500	(3,510)			163.8%	
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	(6,750)	0	0	0			0.0%	6,750
Town Hall :- Income	<b>(5,980)</b>	<b>9,491</b>	<b>10,000</b>	<b>509</b>			<b>94.9%</b>	<b>6,750</b>
4310 Postage	0	101	0	(101)		(101)	0.0%	
4360 Insurance	(7,116)	0	0	0		0	0.0%	
4420 Subscriptions	0	405	0	(405)		(405)	0.0%	
4500 Repairs & Maintenance	129	4,213	5,000	787		787	84.3%	
4505 Under Croft Cleaning	220	220	1,000	780		780	22.0%	
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	426	1,792	0	(1,792)		(1,792)	0.0%	
4540 Water	0	194	0	(194)		(194)	0.0%	
4550 TH Events	(257)	548	0	(548)		(548)	0.0%	
4720 Licences	0	513	0	(513)		(513)	0.0%	
Town Hall :- Indirect Expenditure	<b>(6,598)</b>	<b>8,284</b>	<b>9,030</b>	<b>746</b>	<b>0</b>	<b>746</b>	<b>91.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>618</b>	<b>1,207</b>	<b>970</b>	<b>(237)</b>				
6001 less Transfer to EMR	(6,750)	0						
<b>Movement to/(from) Gen Reserve</b>	<b>7,368</b>	<b>1,207</b>						



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## 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>305 Police Office</b>								
1120 Police Office Rent	4,500	4,500	0	(4,500)			0.0%	
Police Office :- Income	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>(4,500)</u>				<u>0</u>
Net Income	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>(4,500)</u>				
6001 less Transfer to EMR	11,250	11,250						
Movement to/(from) Gen Reserve	<u>(6,750)</u>	<u>(6,750)</u>						
<b>310 VIC</b>								
1200 VIC Income	1	2	1,000	998			0.2%	
1205 VIC Sales - Commission	0	0	500	500			0.0%	
VIC :- Income	<u>1</u>	<u>2</u>	<u>1,500</u>	<u>1,498</u>			<u>0.2%</u>	<u>0</u>
4310 Postage	2	2	0	(2)		(2)	0.0%	
4605 Terminal Charges	48	619	500	(119)		(119)	123.7%	
4620 Ticket Sales	0	95	0	(95)		(95)	0.0%	
VIC :- Indirect Expenditure	<u>50</u>	<u>716</u>	<u>500</u>	<u>(216)</u>	<u>0</u>	<u>(216)</u>	<u>143.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(48)</u>	<u>(714)</u>	<u>1,000</u>	<u>1,714</u>				
<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	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>			<u>0.0%</u>	<u>0</u>
4730 Market General Costs	0	0	500	500		500	0.0%	
Wed/Fri Market :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>4,500</u>	<u>4,500</u>				
<b>410 Saturday Market</b>								
1410 Market Traders	3,304	30,784	22,000	(8,784)			139.9%	
1411 WBF Payments	(22,118)	0	0	0			0.0%	
Saturday Market :- Income	<u>(18,814)</u>	<u>30,784</u>	<u>22,000</u>	<u>(8,784)</u>			<u>139.9%</u>	<u>0</u>
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	(46,210)	(3,174)	3,000	6,174		6,174	(105.8%)	
4735 Market Licence	0	0	1,500	1,500		1,500	0.0%	
Saturday Market :- Indirect Expenditure	<u>(46,210)</u>	<u>(2,748)</u>	<u>6,500</u>	<u>9,248</u>	<u>0</u>	<u>9,248</u>	<u>(42.3%)</u>	<u>0</u>
Net Income over Expenditure	<u>27,396</u>	<u>33,532</u>	<u>15,500</u>	<u>(18,032)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## 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>415 Welcome Back Fund</b>								
1411 WBF Payments	63,251	63,251	0	(63,251)			0.0%	
Welcome Back Fund :- Income	<b>63,251</b>	<b>63,251</b>	<b>0</b>	<b>(63,251)</b>				<b>0</b>
4736 WBF Costs	63,057	63,057	0	(63,057)		(63,057)	0.0%	
Welcome Back Fund :- Indirect Expenditure	<b>63,057</b>	<b>63,057</b>	<b>0</b>	<b>(63,057)</b>	<b>0</b>	<b>(63,057)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>194</b>	<b>194</b>	<b>0</b>	<b>(194)</b>				
<b>420 Braderie Market</b>								
1415 Braderie stall holders	0	0	4,440	4,440			0.0%	
Braderie Market :- Income	<b>0</b>	<b>0</b>	<b>4,440</b>	<b>4,440</b>				<b>0</b>
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	<b>0</b>	<b>0</b>	<b>2,300</b>	<b>2,300</b>	<b>0</b>	<b>2,300</b>		<b>0</b>
<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	<b>0</b>	<b>27,553</b>	<b>31,682</b>	<b>4,129</b>	<b>0</b>	<b>4,129</b>	<b>87.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(27,553)</b>	<b>(31,682)</b>	<b>(4,129)</b>				
<b>600 Allotments Golf Road</b>								
1500 Allotment Income	0	2,634	1,334	(1,300)			197.4%	
Allotments Golf Road :- Income	<b>0</b>	<b>2,634</b>	<b>1,334</b>	<b>(1,300)</b>			<b>197.4%</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>0</b>	<b>1,543</b>	<b>(1,066)</b>	<b>(2,609)</b>				
<b>610 Allotments Park Ave</b>								
1500 Allotment Income	0	2,505	1,333	(1,172)			187.9%	
Allotments Park Ave :- Income	<b>0</b>	<b>2,505</b>	<b>1,333</b>	<b>(1,172)</b>			<b>187.9%</b>	<b>0</b>
4500 Repairs & Maintenance	500	4,344	2,800	(1,544)		(1,544)	155.1%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## 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
4540 Water	0	199	600	401		401	33.2%	
Allotments Park Ave :- Indirect Expenditure	<u>500</u>	<u>4,543</u>	<u>3,400</u>	<u>(1,143)</u>	<u>0</u>	<u>(1,143)</u>	<u>133.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(500)</u></b>	<b><u>(2,038)</u></b>	<b><u>(2,067)</u></b>	<b><u>(29)</u></b>				
<b>620 Allotments Mill Road</b>								
1500 Allotment Income	19	2,246	1,333	(913)			168.5%	
Allotments Mill Road :- Income	<u>19</u>	<u>2,246</u>	<u>1,333</u>	<u>(913)</u>			<u>168.5%</u>	<u>0</u>
4500 Repairs & Maintenance	0	1,951	1,800	(151)		(151)	108.4%	
4540 Water	0	557	400	(157)		(157)	139.3%	
Allotments Mill Road :- Indirect Expenditure	<u>0</u>	<u>2,509</u>	<u>2,200</u>	<u>(309)</u>	<u>0</u>	<u>(309)</u>	<u>114.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>19</u></b>	<b><u>(262)</u></b>	<b><u>(867)</u></b>	<b><u>(605)</u></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	0	500	500		500	0.0%	
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	<u>0</u>	<u>326</u>	<u>4,000</u>	<u>3,674</u>	<u>0</u>	<u>3,674</u>	<u>8.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>(326)</u></b>	<b><u>(4,000)</u></b>	<b><u>(3,674)</u></b>				
<b>800 Cycle Friendly</b>								
5505 Administration	670	676	0	(676)		(676)	0.0%	
5510 CFD Event (Oct)	0	764	0	(764)		(764)	0.0%	
Cycle Friendly :- Indirect Expenditure	<u>670</u>	<u>1,440</u>	<u>0</u>	<u>(1,440)</u>	<u>0</u>	<u>(1,440)</u>		<u>0</u>
<b>Net Expenditure</b>	<b><u>(670)</u></b>	<b><u>(1,440)</u></b>	<b><u>0</u></b>	<b><u>1,440</u></b>				
<b>900 Projects</b>								
1900 STATUE FUND	0	44,975	0	(44,975)			0.0%	44,975
Projects :- Income	<u>0</u>	<u>44,975</u>	<u>0</u>	<u>(44,975)</u>				<u>44,975</u>
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	<u>0</u>	<u>685</u>	<u>30,500</u>	<u>29,815</u>	<u>0</u>	<u>29,815</u>	<u>2.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>0</u></b>	<b><u>44,291</u></b>	<b><u>(30,500)</u></b>	<b><u>(74,791)</u></b>				
6001 less Transfer to EMR	0	44,975						
<b>Movement to/(from) Gen Reserve</b>	<b><u>0</u></b>	<b><u>(685)</u></b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## 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	42,981	569,166	451,106	(118,060)			126.2%	
Expenditure	36,871	509,841	533,696	23,855	0	23,855	95.5%	
<b>Net Income over Expenditure</b>	<u>6,110</u>	<u>59,325</u>	<u>(82,590)</u>	<u>(141,915)</u>				
less Transfer to EMR	4,500	56,225						
<b>Movement to/(from) Gen Reserve</b>	<u>1,610</u>	<u>3,099</u>						

**Bank Reconciliation Statement as at 31/03/2022  
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	31/03/2022		100.00
Nat West Deposit A/C	31/03/2022		443,592.63
			<u>443,692.63</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			443,692.63
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			443,692.63
		<b>Balance per Cash Book is :-</b>	<b>443,692.63</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/03/2022  
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	31/03/2022		1,881.14
			<u>1,881.14</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,881.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,881.14
		<b>Balance per Cash Book is :-</b>	<b>1,881.14</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 4 - Town Hall Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2022		103.39
			<u>103.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103.39
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			103.39
		<b>Balance per Cash Book is :-</b>	<b>103.39</b>
		<b>Difference is :-</b>	<b>0.00</b>





Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Capital Fund	26,189.00		26,189.00
321 EMR - Town Hall Refurbishment	25,000.00	11,250.00	36,250.00
322 EMR - Mayor's Parlour Refurb.	20,250.00		20,250.00
323 EMR - Environment Fund	46,000.00	-2,880.00	43,120.00
324 EMR - T&I Fund	30,000.00	-842.93	29,157.07
325 EMR - Food Poverty Fund	20,000.00		20,000.00
326 EMR - Carbon Roadmap	5,000.00		5,000.00
327 EMR - Deal Town Plan Fund	5,000.00	-5,000.00	0.00
328 EMR - DTC Station Improvements	5,000.00		5,000.00
329 RESTRICTED - W ELLIOTT RESERV	0.00	44,975.36	44,975.36
330 Ukraine Support Fund	0.00	2,000.00	2,000.00
	<b>182,439.00</b>	<b>49,502.43</b>	<b>231,941.43</b>

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor David Cronk, Chairman of Finance and General Purposes Committee  
Committee members  
**From:** Mr P Bone, R.F.O  
**Date:** 10 May 2022  
**Subject:** Allotment Contractor

---

At the last meeting of this committee members resolved: To continue with the services of Clean Cut Gardening Deal for the allotment sites maintenance work.

Unfortunately, the Allotment Officer has been advised that the contractor ceased trading at the end of March 2022 and will not be able to accept the renewal of the contract.

The contract was for £390 a day for one day a month.

The Allotment Officer has contacted 5 further potential contractors to take on this work but to date has only had one firm quote for £350 for a day once a month (Contractor A)

Please see your pink papers for details of those contacted and the replies.

**Recommendation:**

That members consider taking on 'Contractor A' on a 4-month trial basis and for a further report is brought back to the September meeting of this committee.

**Decision required:**

Members to consider the above recommendation

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor David Cronk, Chairman of Finance and General Purposes Committee  
Committee members  
**From:** Mr P Bone, R.F.O  
**Date:** 10 May 2022  
**Subject:** Park Avenue survey contractor

---

At the budget setting meeting of F&GP it was highlighted that there was a potential problem on the Park Avenue Allotment site with the stability of the steep bank that bordered properties in Mill Road/Park Avenue. It was agreed that Council should start to plan for what may be a very expensive exercise to sort this out. A sum of £10,000 was added to a new budget line in the 2022/23 budget towards potential costs.

The Allotments Officer has contacted many surveyors for quotations but this has proved very difficult as this appears to be a service only provided by specialists.

Five companies were contacted but only one satisfactory quotation has been received.

Please see details in your Pink Papers.

**Recommendation:**

Members to consider awarding the survey contract to 'Contractor C' at a cost of £6,590 plus VAT

**Decision required:**

Members to consider the above recommendation

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor David Cronk, Chairman of Finance and General Purposes Committee  
Committee members  
**From:** Chris Hobbs-East – Market Officer  
**Date:** 10 May 2022  
**Subject:** Market Officer Report

---

I am glad to advise that as of the 1<sup>st</sup> June we will be relaunching the Wednesday Market. This will consist of 13 traders different to the Saturday Market, mainly small start-up businesses.

To coincide with the Queens Jubilee week at both the Wednesday and Saturday markets I will be giving away free crowns. This will hopefully bring more footfall to both markets and help with the relaunch of the Wednesday market.

I have entered the paperwork to DDC asking about the Braderie and I am still awaiting their decision. The Gazebos on the Saturday Market have been used for 6 weeks now and have had a great effect on a public relations point of view. In the last 6 weeks since we introduced them, we have had 9 reviews on google business of which 1 was 4 star and the rest were 5 star. In comparison the 6 weeks prior to the new gazebos we had 8 reviews of which 3 were 5 star, 3 were 4 star, 1 was 3 star and 1 was 2 star. I used to get at least one email a week asking either when is the market returning from covid or why is the market so empty. Even though we have been trading with between 32-36 traders a week for the last 12 months, and we came back from covid in June 2020. Since the gazebos I have had no emails asking this.

Also, the number of people that come to me each week is increasing, expressing how much better it looks, especially as they come up the High Street from the Landmark.

For these weeks in line with other markets who have their own gazebos/coverings I have been trialing that all traders, if they wish to use a gazebo, must use ours. They could put sides, backs or other forms of advertising for their business on them as long as it was not detrimental to the safety or damaging to the gazebo. This has gone down very well.

I asked all traders to send me their comments on the gazebos, good or bad, on how they have affected their business. The following are from emails that I have received from traders:

- ★ I thought it looked vibrant - as a stall holder I have been looking forward to getting them and know a lot of work went into getting the funding for them (I have my own gazebo but would rather use one of these).
- ★ Wow! They look amazing!
- ★ As a market trader for 5 years, it is a great investment in the market, and the town. You can still put your branding and individuality on the side of the gazebo. It also makes it easier for new people to set up a business without the upfront cost, which can only be a good thing for the town.
- ★ I only need to make one trip whereas with my own gazebos I needed to make 2, secondly this has removed around 175kg from my van.
- ★ It has made the market safer where everyone has access to a good gazebo with enough weights, this reduces the chances of cheaper unweighted gazebos blowing away and causing damage.
- ★ It makes the market look well managed and professional.
- ★ Importantly it means that in bad weather the gazebos can be erected before having to unload the van and the gazebo stays up until the end meaning that stock can be loaded onto the van whilst the gazebo is still up keeping everything dry. Whereas with our own gazebos they have to come off the van last and be put back on first.

## **Recommendations:**

Members to consider an addition to the Saturday Market rules:

- 1) If traders wish to make use of a gazebo it must be one of the Deal Saturday Market gazebos. They may wish to add sides, backs and other publicity material to the gazebos whilst in their care, if it is not detrimental to the safety or damaging to the structure.

Members to consider these additions to both the Wednesday and Saturday Market rules:

- 2) Any trader that has more than 4 consecutive weeks off from the market will be asked to move to the casual waiting list and their regular pitch let to a trader who can attend on a regular basis. Only medical circumstances will exempt this where the Market Officers decision will be final.

*(This will allow us to manage the market in an easier way, ensuring that we do not lose rental income and offer a full market each week. It was also in the previous rules before I took over the management but was overlooked and not included when the rules were investigated and changed 2 years ago.)*

- 3) Pitches are non-transferable between traders.

*(This will help if businesses are taken over by new owners, they will not have a right to the previous owner's pitch. They will have to apply for the pitch like any new trader does for the markets.)*

## **Decisions Required**

Members to consider the above recommendations

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor David Cronk, Chairman of Finance and General Purposes Committee  
Committee members  
**From:** Mr P Bone, R.F.O  
**Date:** 10 May 2022  
**Subject:** Waste collection review

---

Since November 2007 Deal Town Council has paid for providing 2 refuse bins at the Landmark centre in exchange for having storage space for the waste bins that were used at the Saturday market.

In September 2020 Full Council Resolved: That Deal Town Council remove the rubbish bins provided at the Saturday Market and that traders would take their rubbish home with them.

Following that decision, the contract for the 3 bins used by DTC for the Saturday Market was cancelled but the contract for the 2 bins used by the Landmark was left in place in case the Saturday Market bins needed to be re-instated.

Traders having to take their rubbish home has been working well since this decision was made and Officers can see no reason that the agreement for space at the Landmark should continue.

The cost of providing these 2 bins is £250 per month.

**Recommendation:**

That members consider terminating the agreement to provide 2 bins at the Landmark Centre in exchange for supplying storage space for DTC waste bins giving the Landmark Centre 3 months' notice so they have time to organise alternative arrangements.

**Decision required:**

Members to consider the above recommendation

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor David Cronk, Chairman of Finance and General Purposes Committee  
Committee members  
**From:** Mr P Bone, R.F.O.  
**Date:** 11 May 2022  
**Subject:** Mayors Parlour Refurbishment

---

At the July 2021 meeting of F&GP Phase 1 of the Mayors Parlour refurbishment was discussed at it was RESOLVED: To delegate authority to the R.F.O. in liaison with the Town Clerk and the Chair & Vice Chair of F&GP to select the most appropriate contractors for each element of the project working within an overall budget of £12,000

I am pleased to say that Phase 1 is nearly complete and officers are looking into Phase 2 (the Final phase) that is for the final decoration that will include such things as window drapes and picture hanging systems.

The total allocated budget for the Mayors Parlour refurbishment is £20,200

**Recommendation**

Members are asked to consider delegating authority to the R.F.O. in liaison with the Town Clerk and the Chair & Vice Chair of F&GP to select the most appropriate contractors for each element of Phase 2 subject to meeting the normal requirements for striving to obtain 3 quotations for each element and working within the remaining budget of £8,200

**Decision required**

Members to consider the above recommendation.

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor David Cronk, Chairman of Finance and General Purposes Committee  
Committee members  
**From:** Mr P Bone, R.F.O  
**Date:** 10 May 2022  
**Subject:** Past Mayor Badge Update

---

Previously, the Finance and General Purposes Committee considered a report from the Town Clerk regarding presenting Past Mayor Badges to retiring Mayors of Deal. The supply of medallions had run out and members were asked to decide on how to continue this for the future.

Members made the following decision:



That Past Mayor Badges should be a Pin Badge and request that the R.F.O presents 3 quotes for making these (as locally as possible) to the F&GP committee for decision, delegating the decision for the design of the regalia to the Town Clerk in liaison with the Chairman of F&GP and the Chairman of the Council

The Town Clerk has been in contact with three local jewellery designers who have all indicated they are keen to assist, and it is hoped that a full report will be ready for the next meeting of this committee with quotes to be considered.

A report on a Deputy Mayoress Chain and Civic Badges for all councillors will also be included in a future committee agenda.

**Decision required:** To note the report