



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 the Town Hall on **Tuesday 22 November 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 21st November by email to 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: 16 November 2022

AGENDA

1	Chairman's opening remarks:	Chairman
2	Apologies for absence:	
3	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
4	Public Participation and Statements received: 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	The minutes of the previous Finance & General Purposes Committee meeting held on 11th October 2022 for approval and signing: Decision required	Attach. 2
6	Finance: Income & Expenditure figures and Full Bank reconciliation to 30 th September 2022 – Information to note	Attach. 3
7	Undercroft Bookings report: Decisions required	Attach. 4
8	Saturday Market assistant: Decisions required	Attach. 5
9	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.	
10	Draft Budget 2023/24: Decisions required	Attach. 6
	Date of next F&GP Committee meeting: 24 th January 2023	

Members Cllrs, DC, SB, BB, TB, ME, ER, TG & CO

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.



ATTACH (2)

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**The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on
Tuesday 11th October 2022 at 7.15pm**

Present: Cllr D Cronk (Chairman) Cllr S Beer (Vice-Chairman)
Cllr B Bano
Cllr M Eddy
Cllr T Bond
Cllr T Grist (FROM 7.32)

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

MINUTES

1	Chairman's opening remarks: The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions and to switch phones off or to silent.	Chairman
2	Apologies for absence: Cllr E Rowbotham, Cllr C Oliver	
3	Declarations of interest: None received	
4	Statements received from members of the public on items relating to the agenda to be circulated at the meeting: The Chairman agreed to hear this statement at the agenda, item 7iv.	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 19th July 2022 for approval and signing: Members RESOLVED: To accept the minutes of the Finance & General Purposes meeting held on the 19 th July 2022 as a true and accurate record. The Chairman then signed the minutes. (P)TB (S)ME All Agreed.	Chairman
6	Finance: Income & Expenditure figures and Full Bank reconciliation up to the 31 st August 2022: Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation up to 31 st August 2022. (P)TB (S)ME. All Agreed.	
7	Deal Town Council Markets: Cllr T Grist joined the meeting. i) Market Officer's report: Members RESOLVED: To agree the use of the Undercroft on Saturday 24 th December 2022 for 15 traders at £10.00 per table and to agree the use of the lift lobby as a Santas grotto on the 24 th December 2022 (P) ME (S) TB. All agreed. ii) Wednesday Market: Members RESOLVED: To agree to close the Wednesday Market indefinitely. (P) ME (S) SB. All Agreed iii) Undercroft Bookings: Members RESOLVED: The market officer to consult with the charities that have used the Undercroft regarding the proposal for free use of three tables for charities and to 12 tabletop Saturday Market Traders in the Undercroft each week. Market Officer to write a report regarding this to the next F&GP meeting on 22 nd November 2022. (P)SB (S)TB. All Agreed. iv) Saturday Market – Correspondence received: Members RESOLVED: To ask the member of the public to send a report to the RFO which would be discussed with the Market Officer and Chairman of the F&GP	Market Officer

	committee and their responses to be returned to the member of the public within one week. (P)SB (S)ME. All Agreed.	RFO/MO/ CHAIR OF F&GP
8	<p>Deal Town Council Allotments:</p> <p>i) Members RESOLVED: To add two rules to the Allotment Tenancy Agreement that states that any new shed or greenhouse or similar structure that rainwater can be captured using guttering and a water butt, and also for existing allotment holders to take action to capture and preserve water by adding guttering and water butts and any other water saving actions within two years. (P) SB (S) ME All Agreed</p> <p>ii) Members RESOLVED: To accept the quote from the approved Allotments contractor for the pollarding of the Ash Tree at Park Avenue Allotments Site for a cost of £800.00. (P) SB (S) ME. All Agreed</p> <p>iii) Members RESOLVED: To accept the recommendations that Deal Town Council plants a number of small trees to further improve the slopes stability, and to erect a fence (with a gate for access for maintenance) at the foot of the slope in order to ensure that no inadvertent damage is caused to the slope by existing or future allotment holders. Also that specialist advice on the most suitable type of trees is obtained and that subject to obtaining suitable quotations and staying within budget, to delegate authority to the R.F.O in liaison with the Chairman of the F & GP to select suitable contractors to plant a number of small trees to further improve the slopes stability and to erect a suitable fence (with a gate for access for maintenance) (P) SB (S) ME All Agreed</p>	<p>Allotment Officer</p> <p>Allotment Officer</p> <p>RFO & CHAIR OF F&GP</p>
9	Town Plan – Progress report: Members RESOLVED: To agree the recommendation of a further survey aimed at the under 50's should be carried out with a stall in the High Street or in the market, this should be completed by the end of December with an action plan and a format of the final report by the end of February 2023. (P)SB (S)ME All Agreed	Town Clerk/ RFO
10	Annual Return to 31st March 2022 - External Auditors report: Members RESOLVED :To note the external auditors report regarding the Annual Return to the 31 st March 2022. (P)TB (S)ME All Agreed	
11	Budget Review: Members RESOLVED: To note the budget review up to the 31 st August 2022 provided by the RFO. (P)ME (S)TB All Agreed	
	Chairman closed the meeting at 8.15 Date of the next F & GP Committee Meeting :22 nd November 2022	

16/11/2022

Deal Town Council

Page 1

16:13

Detailed Income & Expenditure by Budget Heading 01/11/2022

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	0	237,631	475,261	237,631			50.0%	
1080 Bank Interest	146	482	100	(382)			481.9%	
General Income :- Income	146	238,112	475,361	237,249			50.1%	0
Net Income	146	238,112	475,361	237,249				
200 Staff Costs								
4000 Salaries Gross	21,221	152,205	325,056	172,851		172,851	46.8%	
4010 Salaries Pension	5,558	11,006	0	(11,006)		(11,006)	0.0%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	78	2,000	1,922		1,922	3.9%	
4075 Staff Uniforms	0	0	100	100		100	0.0%	
4080 HR & HS	0	1,266	1,530	264		264	82.7%	
4085 Payroll Services	425	835	0	(835)		(835)	0.0%	
4090 Staff Recruitment	0	500	750	250		250	66.7%	
Staff Costs :- Indirect Expenditure	27,205	165,890	329,536	163,646	0	163,646	50.3%	0
Net Expenditure	(27,205)	(165,890)	(329,536)	(163,646)				
205 Official Car								
4060 Official Car Lease	316	2,093	3,564	1,471		1,471	58.7%	
4065 Official Car Fuel	119	269	300	31		31	89.6%	
Official Car :- Indirect Expenditure	435	2,362	3,864	1,502	0	1,502	61.1%	0
Net Expenditure	(435)	(2,362)	(3,864)	(1,502)				
210 Civic								
1998 Mayors events income	45	703	0	(703)			0.0%	
Civic :- Income	45	703	0	(703)				0
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4065 Official Car Fuel	0	46	0	(46)		(46)	0.0%	
4070 Training	0	0	1,000	1,000		1,000	0.0%	
4200 Cllr. Allowances	0	2,250	3,600	1,350		1,350	62.5%	
4210 Hospitality	216	1,366	1,500	134		134	91.1%	
4220 Robes & Regalia	0	0	50	50		50	0.0%	
4225 Mayoral Travel & Subsistence	0	11	100	89		89	11.4%	
4230 Mayor Expenses	0	0	500	500		500	0.0%	
4235 Deputy Mayor Expenses	17	17	300	283		283	5.5%	
4240 Mayoress Expenses	0	0	300	300		300	0.0%	

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Detailed Income & Expenditure by Budget Heading 01/11/2022

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
4245 Town Sergeant Expenses	22	137	0	(137)		(137)	0.0%	
Civic :- Indirect Expenditure	255	3,827	7,450	3,623	0	3,623	51.4%	0
Net Income over Expenditure	(210)	(3,124)	(7,450)	(4,326)				
220 Administration								
4070 Training	0	877	0	(877)		(877)	0.0%	
4080 HR & HS	0	1,265	1,530	265		265	82.7%	
4300 Mobile Phones	75	397	500	103		103	79.4%	
4305 Stationery	0	819	1,500	681		681	54.6%	
4310 Postage	0	0	300	300		300	0.0%	
4315 Bank Charges	129	1,044	1,000	(44)		(44)	104.4%	
4320 General Admin	229	6,811	8,800	1,989		1,989	77.4%	3,270
4325 Office Equipment	0	150	500	350		350	30.1%	
4330 IT Equipment	0	6	4,000	3,994		3,994	0.1%	
4335 IT Support & Website	1,066	5,516	6,000	484		484	91.9%	
4340 Telephone & Broadband	185	1,292	700	(592)		(592)	184.5%	
4345 Pat Testing	0	0	500	500		500	0.0%	
4355 Premises (Running Costs)	973	7,142	10,000	2,858		2,858	71.4%	
4365 Legal Advice	0	13,151	500	(12,651)		(12,651)	2630.3%	
4370 Election Costs	0	0	6,500	6,500		6,500	0.0%	
4375 Marketing/Communications	0	162	2,000	1,838		1,838	8.1%	
4380 Contingency	0	500	10,000	9,500		9,500	5.0%	
4390 Waste & Recycling	243	2,888	2,000	(888)		(888)	144.4%	
4405 Annual Planting	0	4,730	6,000	1,270		1,270	78.8%	
4410 Flags	0	627	180	(447)		(447)	348.3%	
4415 Audit Fees	0	(1,350)	2,300	3,650		3,650	(58.7%)	
4420 Subscriptions	0	1,655	800	(855)		(855)	206.9%	
4430 Data Protection Officer	0	0	1,000	1,000		1,000	0.0%	
4435 General Maintenance	0	376	4,000	3,624		3,624	9.4%	14
4500 Repairs & Maintenance	0	0	0	0		0	0.0%	2,275
Administration :- Indirect Expenditure	2,900	48,059	70,610	22,551	0	22,551	68.1%	5,559
Net Expenditure	(2,900)	(48,059)	(70,610)	(22,551)				
6000 plus Transfer from EMR	0	3,284						
Movement to/(from) Gen Reserve	(2,900)	(44,775)						
250 Grants & Donations								
4470 Annual Grants	0	9,174	10,000	826		826	91.7%	1,000
4480 Christmas Light Fund	0	0	2,000	2,000		2,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/11/2022

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
4485 Food Poverty Fund	1,350	1,350	10,000	8,650		8,650	13.5%	
4490 St Omer Twinning	0	500	500	0		0	100.0%	
Grants & Donations :- Indirect Expenditure	<u>1,350</u>	<u>11,024</u>	<u>22,500</u>	<u>11,476</u>	<u>0</u>	<u>11,476</u>	<u>49.0%</u>	<u>1,000</u>
Net Expenditure	<u>(1,350)</u>	<u>(11,024)</u>	<u>(22,500)</u>	<u>(11,476)</u>				
6000 plus Transfer from EMR	0	1,000						
Movement to/(from) Gen Reserve	<u>(1,350)</u>	<u>(10,024)</u>						
<u>260 Astor Theatre</u>								
4495 Aster Theatre Grant	0	(5,000)	0	5,000		5,000	0.0%	
Astor Theatre :- Indirect Expenditure	<u>0</u>	<u>(5,000)</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>(5,000)</u>				
<u>300 Town Hall</u>								
1100 Wedding Hire	470	5,920	9,000	3,080			65.8%	
1105 Chamber Hire	0	0	2,000	2,000			0.0%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	(25)	200	1,000	800			20.0%	
1120 Police Office Rent	0	2,250	0	(2,250)			0.0%	
Town Hall :- Income	<u>445</u>	<u>8,370</u>	<u>13,000</u>	<u>4,630</u>			<u>64.4%</u>	<u>0</u>
4310 Postage	200	301	0	(301)		(301)	0.0%	
4360 Insurance	0	7,116	8,000	884		884	89.0%	
4420 Subscriptions	0	259	0	(259)		(259)	0.0%	
4500 Repairs & Maintenance	705	4,157	5,000	843		843	83.1%	25,126
4505 Under Croft Cleaning	0	750	1,000	250		250	75.0%	
4510 Furniture & Equipment	323	323	1,000	677		677	32.3%	
4520 Boiler Service & Maint.	0	0	500	500		500	0.0%	
4525 Window Cleaning	0	0	1,530	1,530		1,530	0.0%	
4530 Gas	0	822	2,500	1,678		1,678	32.9%	
4535 Electricity	0	(952)	6,000	6,952		6,952	(15.9%)	
4540 Water	0	141	250	109		109	56.4%	
4550 TH Events	167	1,782	1,800	18		18	99.0%	
4720 Licences	426	426	300	(126)		(126)	142.1%	
Town Hall :- Indirect Expenditure	<u>1,822</u>	<u>15,126</u>	<u>27,880</u>	<u>12,754</u>	<u>0</u>	<u>12,754</u>	<u>54.3%</u>	<u>25,126</u>
Net Income over Expenditure	<u>(1,377)</u>	<u>(6,756)</u>	<u>(14,880)</u>	<u>(8,124)</u>				
6000 plus Transfer from EMR	600	1,581						
Movement to/(from) Gen Reserve	<u>(777)</u>	<u>(5,175)</u>						

Detailed Income & Expenditure by Budget Heading 01/11/2022

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
310 VIC								
1200 VIC Income	0	503	0	(503)			0.0%	
VIC :- Income	<u>0</u>	<u>503</u>	<u>0</u>	<u>(503)</u>				<u>0</u>
4605 Terminal Charges	69	408	750	342		342	54.4%	
VIC :- Indirect Expenditure	<u>69</u>	<u>408</u>	<u>750</u>	<u>342</u>	<u>0</u>	<u>342</u>	<u>54.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(69)</u>	<u>95</u>	<u>(750)</u>	<u>(845)</u>				
400 Wed/Fri Market								
1400 Wednesday Market Traders	0	360	2,750	2,390			13.1%	
1405 Friday Market Traders	0	0	2,250	2,250			0.0%	
1412 WEDNESDAY MARKET TRADERS	0	315	0	(315)			0.0%	
Wed/Fri Market :- Income	<u>0</u>	<u>675</u>	<u>5,000</u>	<u>4,325</u>			<u>13.5%</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>675</u>	<u>4,500</u>	<u>3,825</u>				
410 Saturday Market								
1410 Market Traders	2,729	20,765	27,000	6,235			76.9%	
1411 WBF Payments	0	37,257	0	(37,257)			0.0%	
Saturday Market :- Income	<u>2,729</u>	<u>58,022</u>	<u>27,000</u>	<u>(31,022)</u>			<u>214.9%</u>	<u>0</u>
4420 Subscriptions	0	444	500	56		56	88.8%	
4715 Profit Share	0	(2,000)	2,500	4,500		4,500	(80.0%)	
4720 Licences	0	2,500	0	(2,500)		(2,500)	0.0%	
4730 Market General Costs	5,426	15,214	3,000	(12,214)		(12,214)	507.1%	1,250
4735 Market Licence	0	(1,500)	1,500	3,000		3,000	(100.0%)	
4750 Road Closures	0	1,000	0	(1,000)		(1,000)	0.0%	1,000
Saturday Market :- Indirect Expenditure	<u>5,426</u>	<u>15,658</u>	<u>7,500</u>	<u>(8,158)</u>	<u>0</u>	<u>(8,158)</u>	<u>208.8%</u>	<u>2,250</u>
Net Income over Expenditure	<u>(2,697)</u>	<u>42,364</u>	<u>19,500</u>	<u>(22,864)</u>				
6000 plus Transfer from EMR	0	1,000						
Movement to/(from) Gen Reserve	<u>(2,697)</u>	<u>43,364</u>						
415 Welcome Back Fund								
1411 WBF Payments	0	(37,137)	0	37,137			0.0%	
Welcome Back Fund :- Income	<u>0</u>	<u>(37,137)</u>	<u>0</u>	<u>37,137</u>				<u>0</u>
Net Income	<u>0</u>	<u>(37,137)</u>	<u>0</u>	<u>37,137</u>				

Detailed Income & Expenditure by Budget Heading 01/11/2022

Month No: 7

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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
420 Braderie Market								
1415 Braderie stall holders	(300)	570	4,500	3,930			12.7%	
Braderie Market :- Income	(300)	570	4,500	3,930			12.7%	0
4705 Road Closure	0	13	700	687		687	1.8%	
4720 Licences	0	0	1,200	1,200		1,200	0.0%	
4725 First Aid	0	0	200	200		200	0.0%	
4730 Market General Costs	0	130	0	(130)		(130)	0.0%	
4740 Toilet Hire	0	0	200	200		200	0.0%	
Braderie Market :- Indirect Expenditure	0	143	2,300	2,157	0	2,157	6.2%	0
Net Income over Expenditure	(300)	427	2,200	1,773				
500 Public Conveniences								
4800 Public Conveniences	0	13,144	32,000	18,856		18,856	41.1%	
Public Conveniences :- Indirect Expenditure	0	13,144	32,000	18,856	0	18,856	41.1%	0
Net Expenditure	0	(13,144)	(32,000)	(18,856)				
600 Allotments Golf Road								
1500 Allotment Income	1,186	1,201	2,000	799			60.0%	
Allotments Golf Road :- Income	1,186	1,201	2,000	799			60.0%	0
4500 Repairs & Maintenance	116	1,621	0	(1,621)		(1,621)	0.0%	
4540 Water	82	549	700	151		151	78.4%	
Allotments Golf Road :- Indirect Expenditure	198	2,170	700	(1,470)	0	(1,470)	310.0%	0
Net Income over Expenditure	988	(969)	1,300	2,269				
610 Allotments Park Ave								
1500 Allotment Income	1,202	1,287	2,000	713			64.4%	
Allotments Park Ave :- Income	1,202	1,287	2,000	713			64.4%	0
4500 Repairs & Maintenance	118	793	0	(793)		(793)	0.0%	
4501 GEN ALLOTS REPAIRS & MAINT	0	1,707	10,000	8,293		8,293	17.1%	
4540 Water	0	95	700	605		605	13.5%	
Allotments Park Ave :- Indirect Expenditure	118	2,595	10,700	8,105	0	8,105	24.2%	0
Net Income over Expenditure	1,084	(1,307)	(8,700)	(7,393)				
620 Allotments Mill Road								
1500 Allotment Income	848	955	2,000	1,045			47.8%	
Allotments Mill Road :- Income	848	955	2,000	1,045			47.8%	0

Detailed Income & Expenditure by Budget Heading 01/11/2022

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	1,160	2,360	0	(2,360)		(2,360)	0.0%	
4540 Water	0	59	700	641		641	8.4%	
Allotments Mill Road :- Indirect Expenditure	<u>1,160</u>	<u>2,419</u>	<u>700</u>	<u>(1,719)</u>	<u>0</u>	<u>(1,719)</u>	<u>345.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(312)</u>	<u>(1,463)</u>	<u>1,300</u>	<u>2,763</u>				
<u>700 Town Events</u>								
5005 Town Hall Promotions	0	321	200	(121)		(121)	160.4%	
5010 Heritage Day	0	5	200	195		195	2.5%	
5015 Christmas Events	0	0	200	200		200	0.0%	
5020 Mayoral Ceremonial Event	0	329	200	(129)		(129)	164.4%	
5025 International Woman's Day	0	0	200	200		200	0.0%	
5030 Charter Day	168	207	500	293		293	41.5%	
5035 Holocaust Memorial Day	0	0	200	200		200	0.0%	
Town Events :- Indirect Expenditure	<u>168</u>	<u>862</u>	<u>1,700</u>	<u>838</u>	<u>0</u>	<u>838</u>	<u>50.7%</u>	<u>0</u>
Net Expenditure	<u>(168)</u>	<u>(862)</u>	<u>(1,700)</u>	<u>(838)</u>				
<u>800 Cycle Friendly</u>								
5510 CFD Event (Oct)	119	119	0	(119)		(119)	0.0%	
Cycle Friendly :- Indirect Expenditure	<u>119</u>	<u>119</u>	<u>0</u>	<u>(119)</u>	<u>0</u>	<u>(119)</u>		<u>0</u>
Net Expenditure	<u>(119)</u>	<u>(119)</u>	<u>0</u>	<u>119</u>				
<u>900 Projects</u>								
4385 Town Signage	0	474	0	(474)		(474)	0.0%	474
Projects :- Indirect Expenditure	<u>0</u>	<u>474</u>	<u>0</u>	<u>(474)</u>	<u>0</u>	<u>(474)</u>		<u>474</u>
Net Expenditure	<u>0</u>	<u>(474)</u>	<u>0</u>	<u>474</u>				
6000 plus Transfer from EMR	0	474						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Grand Totals:- Income	6,301	273,261	530,861	257,600			51.5%	
Expenditure	41,223	279,279	518,690	239,411	0	239,411	53.8%	
Net Income over Expenditure	<u>(34,922)</u>	<u>(6,018)</u>	<u>12,171</u>	<u>18,189</u>				
plus Transfer from EMR	600	7,339						
Movement to/(from) Gen Reserve	<u>(34,322)</u>	<u>1,322</u>						

ATTACH (4)

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor David Cronk, Chairman of Finance and General Purposes Committee
Committee members
From: Chris Hobbs-East Market Officer
Date: 16 November 2022
Subject: Undercroft Bookings

At the last meeting of this Committee, it was agreed that the market officer to consult with the charities that have used the Undercroft regarding the proposal for free use of three tables for charities and to 12 tabletop Saturday Market Traders in the Undercroft each week. Market Officer to write a report regarding this to the next F&GP meeting on 22nd November

I have had the following comments back :

"we would not be able to spread our wares as widely as we would wish on just 3 tables, and we would have limited space for our volunteers."

"We probably would prefer to pay £25 for the sole use of the Undercroft on a couple of occasions each year."

"I can appreciate that an extension of the current Saturday market to the Undercroft, should provide an increase in footfall, which the charity should benefit from. The fact that the tables are being offered 'free of charge', means an automatic saving to the charity."

"I think increasing pitches and having charitable ones alongside for free is good for charities and the image that undercroft has interesting stalls inside. So I am in favour of this."

This proposal was put to the council to try and increase the use of the undercroft as when it is not hired by a charity/local organisation then it sits empty on a Saturday.

Due to the mixed responses, If the council wish we can keep the use of the undercroft as it is for 2023 and allow the market officer to look further into how the space can be used more effectively and bring recommendations for consideration to start in 2024.

Recommendations:

1. Agree to keep the use of the undercroft as it is for 2023
2. Agree to allow the market officer, in consultation with the events manager, to look further into how the space can be used more effectively and bring recommendations for consideration to start in 2024.

Decision 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: Paul Bone – Responsible Finance Officer
Date: 16 November 2022
Subject: Saturday Market assistant

For a number of weeks the Council has been using the services of a guarding company to assist at the Saturday Market during the summer period to cover staff holidays/ illness and to provide a second person on site for what is now a very busy market.

The costs are being charged against the profits of the market.

At the last Full Council meeting, in relation to a question being asked about this expense, it was agreed that a report would be brought to the next F&GP meeting to formalise this expenditure.

The Saturday Market is now making a very good income that is expected to reach £35,000 per annum this year.

Officers would like to employ a Saturday Market Assistant funded from the market profits to provide a regular service and holiday cover.

The suggested duties are:

Saturday Market assistant

- Working hours- 6am – 4pm (Hourly rate around £10.50/hour)
- 6am – put up tables in undercroft and open gates.
- 6.30am - help put barriers out and if needed help traders put up gazebos.
- 8am-1pm – cover breaks and make sure site is maintained clean/tidy help traders with any problems. (Patrol the road closure)
- 1pm – put tables away in the undercroft.
- 2pm-4pm – help put barriers and gazebos away.
- Provide holiday cover for the Market Officer

Recommendations:

Members are asked to consider the employment of a Saturday Market Assistant for 8 hours per week funded from market profits with the duties as described above.

Members to delegate authority to the Town Clerk to recruit a suitable person for this role and amend the duties if required in liaison with the Market Officer and R.F.O.

Decision 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: 16 November 2022
Subject: Budget setting 2023/24

Please refer to your 'Pink Papers' for copies of the Draft budget and associated papers

Decisions required.

- 1) Members to review and agree the draft budget 2023/24 for recommendation to Full Council
- 2) Members to consider recommending to Full Council that the 'Capital fund' earmarked reserve is returned to the general reserve.
- 3) Members to consider and agree the Precept Demand for recommendation to Full Council