



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 24 January 2023** 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 23rd January 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: 18 January 2023

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 22nd November 2022 for approval and signing: Decision required	Attach. 2
6	Finance: Income & Expenditure figures and Full Bank reconciliation to 31 st December 2022 – Information to note	Attach. 3
7	Town Hall Card payment terminal contract: Decision required	Attach. 4
8	Public Conveniences Service Level Agreement 2023-24: Decision required	Attach. 5
9	Braderie 2023: Decisions required	Attach. 6
	Date of next F&GP Committee meeting: 21 st March 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.



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The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on Tuesday 22nd November 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 Cllr T Grist
Cllr T Bond Cllr C Oliver

Officers: Mr P Bone (Responsible Finance Officer/Deputy Town Clerk)
Mrs H McAdam (Finance Asst.)

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	
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: None	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 11th October 2022 for approval and signing: Members RESOLVED: To accept the minutes of the Finance & General Purposes meeting held on the 11 th October 2022 as a true and accurate record. The Chairman then signed the minutes. (P)ME (S)TB 7 for, 1 abstention. Agreed.	Chairman
6	Finance: Income & Expenditure figures and Full Bank reconciliation up to the 30 th September 2022: Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation to 30 th September 2022. (P)ME (S)TG. All Agreed.	
7	Undercroft Bookings report: Following Debate Members RESOLVED: To allow 12 stalls each week at £10 per week in the undercroft on Saturdays (This would include 1 6ft table). These will be for regular traders and managed in the same way as the other 36 regular traders. To allow an additional 3 tables for charities/local organisations to be used for free. The number of tables for the charities/local organisations to be increased if the space is not being used by paying traders. To stop the dedicated pitch on the Saturday Market which was put in place whilst the Undercroft was closed. These changes to start from January 2023. (P)SB (S)CO All agreed.	Market Officer
8	Saturday Market Assistant: Following Debate Members RESOLVED: To employ a Saturday Market Assistant funded from the market profits to provide a regular service and holiday cover. Hourly rate to be the National living wage hourly rate as updated from time to time. (P)CO (S)SB 7 for, 1 abstention. Agreed.	Town Clerk/ RFO
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. (P)ME (S)SB All Agreed.	

10	<p>Draft Budget 2023/ 24:</p> <p>1) Warm Spaces: Members RESOLVED: To add a budget line for Warm Spaces 2023 with a budget of £10,000 (P)BB (S)SB 4 for, 2 Against, 2 Abstentions Agreed.</p> <p>2) Capital Fund: Members RESOLVED: To move the £26,189 in the Capital Fund via the General reserve to a new 'Projects Reserve' that can be used for additional Committee projects id approved by Full Council(P)SB (S)BB 6 for, 2 abstentions. Agreed</p> <p>3) Budget 2023/24: Following Debate Members RESOLVED: That with the addition of the £10,000 budget line for warm spaces and the £26,189 Project Reserve EMR, that the budget as presented by the RFO is recommended to Full Council for agreement. (P)DC (S)SB 5for, 2 against, 1 abstention. Agreed.</p>	
	<p>Chairman closed the meeting at 8.45</p> <p>Date of the next F & GP Committee Meeting: 24th January 2023</p>	

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Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

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	471,132	475,261	4,129			99.1%	
1080 Bank Interest	385	1,193	100	(1,093)			1193.4%	
General Income :- Income	<u>385</u>	<u>472,325</u>	<u>475,361</u>	<u>3,036</u>			<u>99.4%</u>	<u>0</u>
Net Income	<u>385</u>	<u>472,325</u>	<u>475,361</u>	<u>3,036</u>				
<u>200 Staff Costs</u>								
4000 Salaries Gross	26,104	182,859	266,056	83,197		83,197	68.7%	
4010 Salaries Employers Pension	6,362	32,093	38,000	5,907		5,907	84.5%	
4020 Salaries Employers NI	0	12,464	21,000	8,536		8,536	59.4%	
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	0	835	0	(835)		(835)	0.0%	
4090 Staff Recruitment	0	500	750	250		250	66.7%	
Staff Costs :- Indirect Expenditure	<u>32,467</u>	<u>230,095</u>	<u>329,536</u>	<u>99,441</u>	<u>0</u>	<u>99,441</u>	<u>69.8%</u>	<u>0</u>
Net Expenditure	<u>(32,467)</u>	<u>(230,095)</u>	<u>(329,536)</u>	<u>(99,441)</u>				
<u>205 Official Car</u>								
4060 Official Car Lease	296	2,686	3,564	878		878	75.4%	
4065 Official Car Fuel	45	304	300	(4)		(4)	101.5%	
Official Car :- Indirect Expenditure	<u>341</u>	<u>2,990</u>	<u>3,864</u>	<u>874</u>	<u>0</u>	<u>874</u>	<u>77.4%</u>	<u>0</u>
Net Expenditure	<u>(341)</u>	<u>(2,990)</u>	<u>(3,864)</u>	<u>(874)</u>				
<u>210 Civic</u>								
1998 Mayors events income	495	1,198	0	(1,198)			0.0%	
Civic :- Income	<u>495</u>	<u>1,198</u>	<u>0</u>	<u>(1,198)</u>				<u>0</u>
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	300	4,500	3,600	(900)		(900)	125.0%	
4210 Hospitality	277	1,917	1,500	(417)		(417)	127.8%	
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	0	17	300	283		283	5.5%	

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4240 Mayoress Expenses	0	0	300	300		300	0.0%	
4245 Town Sergeant Expenses	0	137	0	(137)		(137)	0.0%	
Civic :- Indirect Expenditure	577	6,627	7,450	823	0	823	89.0%	0
Net Income over Expenditure	(82)	(5,429)	(7,450)	(2,021)				
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	71	727	500	(227)		(227)	145.4%	
4305 Stationery	270	1,561	1,500	(61)		(61)	104.1%	
4310 Postage	0	(100)	300	400		400	(33.3%)	
4315 Bank Charges	125	1,375	1,000	(375)		(375)	137.5%	
4320 General Admin	383	7,328	8,800	1,472		1,472	83.3%	3,270
4325 Office Equipment	244	394	500	106		106	78.8%	
4330 IT Equipment	15	20	4,000	3,980		3,980	0.5%	
4335 IT Support & Website	705	8,201	6,000	(2,201)		(2,201)	136.7%	
4340 Telephone & Broadband	194	1,683	700	(983)		(983)	240.4%	
4345 Pat Testing	0	0	500	500		500	0.0%	
4355 Premises (Running Costs)	973	9,308	10,000	692		692	93.1%	
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	100	262	2,000	1,738		1,738	13.1%	
4380 Contingency	0	500	10,000	9,500		9,500	5.0%	
4390 Waste & Recycling	159	3,208	2,000	(1,208)		(1,208)	160.4%	
4405 Annual Planting	0	4,730	6,000	1,270		1,270	78.8%	
4410 Flags	279	906	180	(726)		(726)	503.3%	
4415 Audit Fees	0	(50)	2,300	2,350		2,350	(2.2%)	
4420 Subscriptions	0	1,655	800	(855)		(855)	206.9%	
4425 Town Plan	0	7	0	(7)		(7)	0.0%	
4430 Data Protection Officer	0	0	1,000	1,000		1,000	0.0%	
4435 General Maintenance	0	381	4,000	3,619		3,619	9.5%	14
4500 Repairs & Maintenance	0	0	0	0		0	0.0%	2,275
Administration :- Indirect Expenditure	3,517	57,390	70,610	13,220	0	13,220	81.3%	5,559
Net Expenditure	(3,517)	(57,390)	(70,610)	(13,220)				
6000 plus Transfer from EMR	0	3,284						
Movement to/(from) Gen Reserve	(3,517)	(54,106)						

Detailed Income & Expenditure by Budget Heading 31/12/2022

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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
250 Grants & Donations								
4470 Annual Grants	0	9,174	10,000	826		826	91.7%	1,000
4480 Christmas Light Fund	2,000	2,000	2,000	0		0	100.0%	
4485 Food Poverty Fund	1,902	3,552	10,000	6,448		6,448	35.5%	
4490 St Omer Twinning	0	500	500	0		0	100.0%	
Grants & Donations :- Indirect Expenditure	3,902	15,226	22,500	7,274	0	7,274	67.7%	1,000
Net Expenditure	(3,902)	(15,226)	(22,500)	(7,274)				
6000 plus Transfer from EMR	0	1,000						
Movement to/(from) Gen Reserve	(3,902)	(14,226)						
260 Astor Theatre								
4495 Aster Theatre Grant	0	(5,000)	0	5,000		5,000	0.0%	
Astor Theatre :- Indirect Expenditure	0	(5,000)	0	5,000	0	5,000		0
Net Expenditure	0	5,000	0	(5,000)				
300 Town Hall								
1100 Wedding Hire	460	7,880	9,000	1,120			87.6%	
1105 Chamber Hire	550	550	2,000	1,450			27.5%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	0	225	1,000	775			22.5%	
1120 Police Office Rent	0	2,250	0	(2,250)			0.0%	
Town Hall :- Income	1,010	10,905	13,000	2,095			83.9%	0
4310 Postage	50	441	0	(441)		(441)	0.0%	
4360 Insurance	0	7,116	8,000	884		884	89.0%	
4400 Advertising	165	165	0	(165)		(165)	0.0%	
4420 Subscriptions	440	699	0	(699)		(699)	0.0%	
4500 Repairs & Maintenance	121	5,486	5,000	(486)		(486)	109.7%	25,126
4505 Under Croft Cleaning	0	750	1,000	250		250	75.0%	
4510 Furniture & Equipment	0	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	1,364	2,500	1,136		1,136	54.6%	
4535 Electricity	0	19	6,000	5,981		5,981	0.3%	
4540 Water	0	206	250	44		44	82.6%	
4550 TH Events	0	2,005	1,800	(205)		(205)	111.4%	
4720 Licences	0	606	300	(306)		(306)	202.1%	
Town Hall :- Indirect Expenditure	776	19,181	27,880	8,699	0	8,699	68.8%	25,126
Net Income over Expenditure	234	(8,276)	(14,880)	(6,604)				
6000 plus Transfer from EMR	0	1,581						
Movement to/(from) Gen Reserve	234	(6,695)						

Detailed Income & Expenditure by Budget Heading 31/12/2022

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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
<u>310 VIC</u>								
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	68	538	750	212		212	71.8%	
VIC :- Indirect Expenditure	<u>68</u>	<u>538</u>	<u>750</u>	<u>212</u>	<u>0</u>	<u>212</u>	<u>71.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(67)</u>	<u>(35)</u>	<u>(750)</u>	<u>(715)</u>				
<u>400 Wed/Fri Market</u>								
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>				
<u>410 Saturday Market</u>								
1410 Market Traders	2,335	25,767	27,000	1,233			95.4%	
1411 WBF Payments	0	0	0	(0)			0.0%	
Saturday Market :- Income	<u>2,335</u>	<u>25,767</u>	<u>27,000</u>	<u>1,233</u>			<u>95.4%</u>	<u>0</u>
4420 Subscriptions	0	444	500	56		56	88.8%	
4715 Profit Share	0	500	2,500	2,000		2,000	20.0%	
4730 Market General Costs	200	1,679	3,000	1,321		1,321	56.0%	1,250
4735 Market Licence/Rates	0	5,966	1,500	(4,466)		(4,466)	397.8%	
4750 Road Closures	275	275	0	(275)		(275)	0.0%	1,000
4760 Market Stewards	340	1,900	0	(1,900)		(1,900)	0.0%	
Saturday Market :- Indirect Expenditure	<u>815</u>	<u>10,764</u>	<u>7,500</u>	<u>(3,264)</u>	<u>0</u>	<u>(3,264)</u>	<u>143.5%</u>	<u>2,250</u>
Net Income over Expenditure	<u>1,521</u>	<u>15,003</u>	<u>19,500</u>	<u>4,497</u>				
<u>415 Welcome Back Fund</u>								
1411 WBF Payments	0	120	0	(120)			0.0%	
Welcome Back Fund :- Income	<u>0</u>	<u>120</u>	<u>0</u>	<u>(120)</u>				<u>0</u>
Net Income	<u>0</u>	<u>120</u>	<u>0</u>	<u>(120)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2022

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Cost Centre Report

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<u>420 Braderie Market</u>								
1415 Braderie stall holders	(50)	420	4,500	4,080			9.3%	
Braderie Market :- Income	<u>(50)</u>	<u>420</u>	<u>4,500</u>	<u>4,080</u>			<u>9.3%</u>	<u>0</u>
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	<u>0</u>	<u>143</u>	<u>2,300</u>	<u>2,157</u>	<u>0</u>	<u>2,157</u>	<u>6.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(50)</u>	<u>277</u>	<u>2,200</u>	<u>1,923</u>				
<u>500 Public Conveniences</u>								
4800 Public Conveniences	13,144	39,431	32,000	(7,431)		(7,431)	123.2%	
Public Conveniences :- Indirect Expenditure	<u>13,144</u>	<u>39,431</u>	<u>32,000</u>	<u>(7,431)</u>	<u>0</u>	<u>(7,431)</u>	<u>123.2%</u>	<u>0</u>
Net Expenditure	<u>(13,144)</u>	<u>(39,431)</u>	<u>(32,000)</u>	<u>7,431</u>				
<u>600 Allotments Golf Road</u>								
1500 Allotment Income	0	1,473	2,000	527			73.7%	
Allotments Golf Road :- Income	<u>0</u>	<u>1,473</u>	<u>2,000</u>	<u>527</u>			<u>73.7%</u>	<u>0</u>
4500 Repairs & Maintenance	0	1,788	0	(1,788)		(1,788)	0.0%	
4540 Water	82	713	700	(13)		(13)	101.9%	
Allotments Golf Road :- Indirect Expenditure	<u>82</u>	<u>2,501</u>	<u>700</u>	<u>(1,801)</u>	<u>0</u>	<u>(1,801)</u>	<u>357.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(82)</u>	<u>(1,027)</u>	<u>1,300</u>	<u>2,327</u>				
<u>610 Allotments Park Ave</u>								
1500 Allotment Income	56	1,510	2,000	490			75.5%	
Allotments Park Ave :- Income	<u>56</u>	<u>1,510</u>	<u>2,000</u>	<u>490</u>			<u>75.5%</u>	<u>0</u>
4500 Repairs & Maintenance	0	1,710	0	(1,710)		(1,710)	0.0%	
4501 GEN ALLOTS REPAIRS & MAINT	0	1,707	10,000	8,293		8,293	17.1%	
4540 Water	0	456	700	244		244	65.2%	
Allotments Park Ave :- Indirect Expenditure	<u>0</u>	<u>3,873</u>	<u>10,700</u>	<u>6,827</u>	<u>0</u>	<u>6,827</u>	<u>36.2%</u>	<u>0</u>
Net Income over Expenditure	<u>56</u>	<u>(2,362)</u>	<u>(8,700)</u>	<u>(6,338)</u>				
<u>620 Allotments Mill Road</u>								
1500 Allotment Income	0	1,291	2,000	709			64.5%	
Allotments Mill Road :- Income	<u>0</u>	<u>1,291</u>	<u>2,000</u>	<u>709</u>			<u>64.5%</u>	<u>0</u>

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Cost Centre Report

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4500 Repairs & Maintenance	0	2,477	0	(2,477)		(2,477)	0.0%	
4540 Water	0	323	700	377		377	46.1%	
Allotments Mill Road :- Indirect Expenditure	<u>0</u>	<u>2,799</u>	<u>700</u>	<u>(2,099)</u>	<u>0</u>	<u>(2,099)</u>	<u>399.9%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(1,509)</u>	<u>1,300</u>	<u>2,809</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	0	207	500	293		293	41.5%	
5035 Holocaust Memorial Day	0	0	200	200		200	0.0%	
Town Events :- Indirect Expenditure	<u>0</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>0</u>	<u>(862)</u>	<u>(1,700)</u>	<u>(838)</u>				
<u>800 Cycle Friendly</u>								
5510 CFD Event (Oct)	0	119	0	(119)		(119)	0.0%	
5515 Container Hire	0	117	0	(117)		(117)	0.0%	
Cycle Friendly :- Indirect Expenditure	<u>0</u>	<u>236</u>	<u>0</u>	<u>(236)</u>	<u>0</u>	<u>(236)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(236)</u>	<u>0</u>	<u>236</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	4,231	516,187	530,861	14,674			97.2%	
Expenditure	55,688	388,131	518,690	130,559	0	130,559	74.8%	
Net Income over Expenditure	(51,457)	128,056	12,171	(115,885)				
plus Transfer from EMR	0	6,339						
Movement to/(from) Gen Reserve	(51,457)	134,396						

**Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022		100.00
Nat West Deposit A/C	31/12/2022		550,187.30
			<u>550,287.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			550,287.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			550,287.30
		Balance per Cash Book is :-	550,287.30
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022		2,197.56
			<u>2,197.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,197.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,197.56
		Balance per Cash Book is :-	2,197.56
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 3 - Prepaid Card**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PRE-PAID CARD	31/12/2022		-261.03
			<hr/> -261.03
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-261.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			-261.03
		Balance per Cash Book is :-	-261.03
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2022
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	31/12/2022		116.27
			<u>116.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			116.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			116.27
		Balance per Cash Book is :-	116.27
		Difference is :-	0.00

**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: 17 January 2023
Subject: Card payment terminal contract

Deal Town Council has for many years used the existing supplier as the supplier of a card payment terminal with an associated contract.

This contract term has expired, and the Council is free to move to another provider.

3 companies have been contacted to obtain pricing.

Company 1 (the existing supplier) are not able to reduce their charges and will remain at:

Fixed monthly fee: £44.50

Transaction charges: Credit cards: 2.895%, Debit Cards 1.573%

Company 2 (A national Bank) advised that they are not currently able to provide contracts for card services to unincorporated bodies such as Town & Parish Councils although it is something they will be looking at later in the year.

Company 3 are offering a 4 year contract at £17.99 per month with the first 3 months free and transaction fees of 1.4% for both Credit & Debit cards.

Recommendation

To accept the offer from Company 3 of a 4 year contract at £17.99 per month with the first 3 months free and transaction fees of 1.4% for both Credit & Debit cards.

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: 17 January 2023
Subject: Deal Public Conveniences – Service Level Agreement 2023-24

At the September 2022 meeting of Full Council Cllr O Richardson, wearing his DDC hat, gave a verbal report with supporting photographs of the work being carried out by DDC to refurbish the King Street toilets and the outline plan for other works. At that meeting Cllrs thank Cllr Richardson for the update and resolved to note the report.

At the November 2022 meeting of Full Council, the recommendation from this committee to set the 2023-24 budget for public toilets at £35,000 was agreed.

Please see attached correspondence from DDC regarding the 2023-24 Deal Public Conveniences – Service Level Agreement (SLA) and the request for funding support of £35,880.76

Recommendation

Members are asked to consider if they agree to accept the SLA and pay the full £35,880.76 taking the additional £880.76 from the contingency budget and to authorise the Town Clerk to sign the SLA on behalf of Deal Town Council.

OR

For the RFO to advise DDC that the maximum that Deal Town Council will contribute to the SLA is the budgeted figure of £35,000 and to authorise the Town Clerk to sign the SLA on behalf of Deal Town Council should DDC agree to the lower figure.

Decision required

Members to consider the above recommendation.



Ms L Crow
Town Hall
DEAL
CT14 6BB

Property Assets
White Cliffs Business Park
Dover
CT16 3PJ

Telephone
Fax:
DX:
Minicom:
Website:

Contact:
Direct line:
e-mail:
Our ref:
Your ref:
Date:

Dear Lorna

Town and Parish Council Toilet Costs 2023-24

Thank you for your continued financial contribution towards the cost of providing public toilets in your area for 2022-23.

Dover District Council will again need to seek grant support from your council for 2023-24 in order to help cover the running costs of these facilities.

The costs that we are asking to be covered are calculated as follows:

Cleaning Costs:

This figure is the actual cost for 2022-23 and these costs are based on the new contract that started in April 2022.

This cleaning costs for the public toilets at King Street is £56.76 per day.
This cleaning costs for the public toilets at South Street is £29.79 per day.

This cost covers the following:

- Opening and locking the toilets
- Cleaning and replenishing the toilets during the day
- Repairs including:
 - Unblocking urinals, wash hand basins and WC pans
 - Re-fixing/replacing flush handles/chains
 - Renew/re-fixing toilet seats
 - Renew/re-fixing toilet roll holders, soap dispensers and other fittings
 - Renew/repair pull cords only (not switch)
 - Minor repairs to toilet cubicles to include re-fixing/renewing bolts to cubicle doors
 - Changing light bulbs
 - Check and set time clock controls
- The provision of the following consumables:
 - Toilet rolls and toilet roll holders
 - Soap and soap dispensers or bars
 - Channel blocks for urinals
- Removal of graffiti on all internal and external faces of the conveniences
- Removal and disposal of refuse, litter, or other items such as needles
- Provision and emptying of sanitary bins and nappy bins, where provided
- Litter picking within the boundary
- The provision of all supervision, materials, vehicles plant, tools and protective clothing for the maintenance and running of the Contract

Utility Costs:

These figures are the actual bills paid for 2021-22.

Insurance:

This figure is the actual cost for 2021-22

Repairs, Maintenance and Improvements:

This cost has not been included and is funded by Dover District Council.

For 2023-24 Dover District Council is requesting **£35,880.76** as grant support which is calculated as follows:

King Street

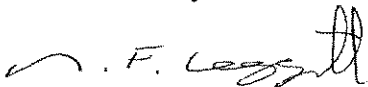
£20,662.00 - Cleaning
£ 480.02 - Electricity
£ 2,718.62 - Water and Sewerage
£ 71.96 - Insurance
£23,932.60 - Total

South Street

£10,845.00 - Cleaning
£ 246.09 - Electricity
£ 814.84 - Water and Sewerage
£ 42.23 - Insurance
£11,948.16 - Total

Please do not hesitate to contact me should you require any further information otherwise I look forward to receiving confirmation in regard to the above.

Yours sincerely



Martin Leggatt
Head of Property Assets



SERVICE LEVEL AGREEMENT

DEAL PUBLIC CONVENIENCES

1 April 2023 to 31 March 2024

**Property Services Division
Eur.Ing Roger Walton, CEng, MICE
Strategic Director (Operations & Commercial)**

December 2022

Service Level Agreement for the Cleansing, Routine Maintenance and Associated Service Charges of Deal Public Conveniences, 1 April 2023 to 31 March 2024.

1.00 GENERAL

1.01 This agreement is entered into between Deal Town Council (hereinafter known as the Sponsor) and Dover District Council (hereinafter known as the Provider).

1.02 This agreement may be varied by mutual agreement between both parties.

2.00 CONTACT POINTS

2.01 Contact points for any queries regarding this agreement are:

Sponsor: Lorna Crow
Town Clerk
Deal Town Council

Provider: Martin Leggatt
Head of Property Assets
Dover District Council

3.00 SERVICES TO BE PROVIDED

3.01 The Sponsor will provide grant support to cover the running costs of the facility.

3.02 The Provider will provide and maintain public toilet facilities at the location described in Clause 4.01 for the period 1 April 2023 to 31 March 2024. The Provider will provide insurance cover for all toilets in this agreement.

3.03 The Provider shall insure that the cleansing of public toilets shall be undertaken by the Council's cleaning contractor. Monitor Services, in accordance with Tender Documents dated April 2022. A copy of the Tender Documents may be inspected at the Council Offices, Whitfield.

3.04 Any changes to the cleansing specification can only be made by mutual agreement between both parties.

4.00 CHARGES

4.01 The Sponsor agrees to pay the following contributions for the cleaning, utilities, rates and maintenance.

King Street Public Conveniences - £23,932.60

South Street Public Conveniences - £11,948.16

Total due £35,880.76

4.02 The sum for the public conveniences to be paid quarterly in arrears in accordance with schedule listed below:

Quarter 1 - £8,970.19 excluding VAT

Quarter 2 - £8,970.19 excluding VAT

Quarter 3 - £8,970.19 excluding VAT

Quarter 4 - £8,970.19 excluding VAT

4.03 Any changes to the recharges listed in Clause 4.01 can only be made by mutual agreement between both parties.

5.00 **INFLATION**

5.01 All recharge costs are a fixed price for the duration of the Service Agreement.

6.00 **DUTIES OF THE SPONSOR**

6.01 To pay all invoices within 14 days of the receipt of the invoice.

7.00 **DUTIES OF THE PROVIDER**

7.01 To provide public toilet facilities at the listed locations for the duration of the Service Level Agreement.

8.00 **DURATION OF SERVICE LEVEL AGREEMENT**

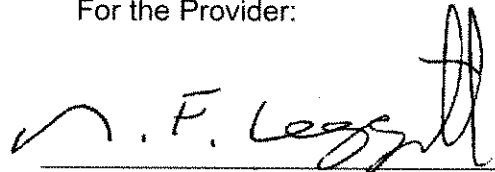
8.01 The Agreement takes effect on 1 April 2023 and covers the period to 31 March 2024.

9.00 **SIGNED**

For the Sponsor:

For the Provider:

Name of clerk
Parish Clerk
XXX Parish Council



Martin Leggatt
Head of Property Assets
Dover District Council

Dated:

Dated: 21 December 2022

DEAL TOWN COUNCIL - MEMORANDUM

To: Cllr D Cronk, Chairman of the Finance and General Purposes Committee,
Committee members
From: Mr C Hobbs-East, Market Officer
Date: 24 January 2023
Subject: Braderie 2023

The Braderie has not taken place for the last three years due to the Covid Pandemic and then the mourning period following the death of Queen Elizabeth II.

I recommend that the council consider holding the Braderie in 2023.

If the Council agree that they will hold the Braderie for 2023, the following details now need to be considered and agreed as they are included on the events management form that must be registered with Dover District Council and must be submitted and accepted before any advertising or bookings are taken.

Traders

Consideration has been given about placing a travel radius on traders to help lessen the impact to the environment, however as it is a one off specialised annual event, I believe encouraging traders from afar would benefit the event and town as it will also encourage visitors.

Date

Traditionally the Braderie is held on the 3rd Sunday in September which means it would be on Sunday 17 September for 2023. However, Walmer Town Council have confirmed that they are holding the Brocante again on the August Bank holiday.

If we went ahead with the same date (3rd Sunday in September) this would mean, there would only be 19 days between the two antiques markets.

This is close to each other which may be detrimental in getting traders to attend the Braderie and expecting customers to spend twice within such a short space of time.

I propose the council change the date of the Braderie to the 3rd Sunday in June. This year being Sunday 18th June 2023. This gives a good space between the two markets. It also coincides with Father's Day and the Kings Birthday.

Map

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

Officer Recommendation. No change to map/route

Road Closures, Marshalls, Toilet Hire and First Aid Cover

Officer Recommendation. As in previous years, to delegate authority to the Market Officer and R.F.O to select suitable providers for the road closures, Marshalls, toilet hire and first aid cover subject to remaining within the overall event budget of £2,400 and obtaining the three required quotations for each service.

Stall Prices/rules

Officer Recommendation.

- Stall price £50
- All stalls be the same size of 8ft x 8ft.
- Cease the special prices for charities and shopkeepers' pitches. Charities have the opportunity throughout the year for a free pitch in the undercroft and Saturday market and shops can rent the pitch outside of their shop like any other trader.
- Street food and drink van to be at Duke Street with tables and chairs. This would be off grid and no generators. To charge one off £200 for this trader.
- To delegate authority to the Market Officer and R.F.O to find a suitable trader.

Advertising

Advertising for the Braderie has always been in house via posters, press releases and the DTC website.

Due to the gap since the last Braderie was held, I would like to increase the advertising for this event.

Officer Recommendation. To provide a Budget of up to £300 to advertise the Braderie.

Staff and Visitor Information

To help with encouraging visitors to return to Deal throughout the year and not just for the Braderie to have 1 stall outside the Town Hall to be used as VIC. Also, staff for the day to consist of: 2 marshals from a company, 2 members of staff (Market officer being one of them)

Decisions required:

- To agree the date of the Braderie.
- To agree no change in the map/route
- To delegate authority to the Market Officer and R.F.O to select suitable providers for the road closures, Marshalls, toilet hire and first aid cover subject to remaining within the overall event budget of £2,400 and obtaining the three required quotations for each service.
- To Charge a stall price of £50
- That all stalls be the same size of 8ft x 8ft.
- To cease the special prices for charities and shopkeepers' pitches. Charities have the opportunity throughout the year for a free pitch in the undercroft and Saturday market and shops can rent the pitch outside of their shop like any other trader.
- To provide one food and drink van at Duke Street with tables and chairs at a charge of £200 to the trader.
- To provide an additional budget of £300 to advertise the event. This to be funded from the Braderie income.