



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

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[www.deal.gov.uk](http://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 11 July 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 10<sup>th</sup> July 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: 5 July 2023**

### AGENDA

1	<b>Chairperson's opening remarks:</b>	Chairperson
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 21<sup>st</sup> March 2023 for approval and signing:</b> Decision required.	Attach. 2
6	<b>Finance:</b> i) <b>Income &amp; Expenditure figures and Full Bank reconciliation to 31<sup>st</sup> March 2023</b> – Information to note. ii) <b>Year-End and Budget Report from the R.F.O. to 31<sup>st</sup> March 2023</b> – Information to note. iii) <b>Income &amp; Expenditure figures and Full Bank reconciliation to 31<sup>st</sup> May 2023</b> – Information to note.	Attach. 3 Attach. 4 Attach. 5
7	<b>Annual Grants 2023/24:</b> - Decisions Required	Attach. 6
8	<b>Deal Braderie:</b> - Decisions Required.	Attach. 7
9	<b>Town Hall Maintenance:</b> i) <b>Electrical Controls</b> - Decisions Required. ii) <b>Window Replacement</b> - Decisions Required	Attach. 8 Attach. 9
10	<b>Responsible Finance Officers report:</b> - Information to note.	Attach. 10
	<b>Date of next F&amp;GP Committee meeting:</b> 19 <sup>th</sup> September 2023	

**Members Cllrs, TB, DP, BB, SB, DC, MC, SC, ME, & PJ**

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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Tel: 01304 361999, E-mail: [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk)

**The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on  
Tuesday 21<sup>st</sup> March 2023 at 7.15pm**

Present: Cllr D Cronk (Chairman)  
Cllr S Beer (Vice Chairman)  
Cllr B Bano  
Cllr T Bond  
Cllr T Grist  
Cllr M Eddy  
Cllr E Rowbotham

Officers: Mr P Bone (Responsible Finance Officer)  
Mrs H McAdam (Finance Asst.)

Members of the public: 2

**MINUTES**

1	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone to the last meeting of the Finance & General Purposes committee in the current term and thanked members and officers for their input. He then advised of the fire evacuation instructions and to switch phones off or to silent.	Chairman
2	<b>Apologies for absence:</b> No apologies received	
3	<b>Declarations of interest:</b> Cllr M Eddy & Cllr D Cronk both declared VAOI's as they had been contacted by the member of public who had submitted a statement relating to agenda item 7i), Cllr S Beer declared a VAOI for agenda item 12 as she was in receipt of a pension from KCC.	
4	<b>Public Participation and statements received.</b> No further statements were received from members of the public on items relating to the agenda. Both members of the public spoke on agenda items.	
5	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 24<sup>th</sup> January 2023 for approval and signing:</b> Members RESOLVED: To accept the minutes of the Finance & General Purposes meeting held on the 24 <sup>th</sup> January 2023 as a true and accurate record. The Chairman signed the minutes. (P) TB (S) SB 5 For 2 Abstentions. Agreed.	Chairman
6	<b>Finance:</b> Income & Expenditure figures and Full Bank reconciliation up to the 28 <sup>th</sup> February 2023: Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation up to 28 <sup>th</sup> February 2023. (P) ME (S) SB. All Agreed.	
7	<b>Saturday Market:-</b> i) Correspondence Received: Saturday Market- A member of the public spoke on their correspondence. Members debated some of the issues raised and then RESOLVED: To note the report and to thank the member of public for taking time to have discussions with DDC re re-marking the car park with the correct size for Disabled Bays. (P) SB (S) ME All agreed.  ii) Market Rules: Following rebate members RESOLVED. To update the rules regarding the Saturday Market Gazebos to state that it is the responsibility of the hirer to erect and dismantle the Gazebos and that Deal Town Council Staff are not able to assist. (P) SB (S) TB All agreed.	Market Officer

8	<p><b>Annual Grants:-</b> Cllr B Bano declared a VAOI for the application from Hi Kent as was a user of their services. Members RESOLVED: To accept the recommendations from the Grant Sub – Committee and to award the grants as follows:</p> <p><b>Small Grants:</b> Deal Speaking Up Group: Award £326 towards the cost of printing a guide Tiny Turtles Nursery: Award £500 towards the cost of a shed for the storage of toys and equipment</p> <p><b>Large Grants:</b> Deal Hockey Club: Award £767 towards the cost of Goalkeeper Kit DW &amp; Kingsdown Amateur Rowing Club: Award £998.96 towards the costs of Gym Equipment. Deal Pride: Award £1000.00 towards the cost of running a Deal Pride event. Smugshot: Award a partial grant of £434.00 towards the cost of running a workshop as the application included wages that are treated as a core cost and not considered for grant funding. Hi Kent: To not award a grant as the application failed to receive 50% of the available points. (P) TB (S) ME All agreed</p>	R.F.O/ Finance Assistant
9	<p><b>Chamber of Trade Funding Request:</b> Following debate Cllr E Rowbotham proposed to pay a sum of £511 for cloth bunting. This was seconded by Cllr B Bano. Cllr S Beer proposed to pay a sum of £511 for cloth bunting plus a donation of £50 for a prize. This was seconded by Cllr M Eddy. Cllr T Grist proposed a payment of £700 as requested by the Chamber of trade.  The Chairman called for a vote. No seconder came forward for the proposal from Cllr T Grist, motion failed, Cllr E Rowbotham withdrew her proposal and Cllr Bano agreed as it was contained with the proposal from Cllr S Beer.  Members RESOLVED: To provide £511.00 for cloth bunting for the Kings Coronation plus a donation of £50 for a prize. (P) SB (S) ME All agreed</p>	R.F.O/ Finance Assistant
10	<p><b>Town Plan:-</b> Members Resolved: To strongly recommend to Full Council that members endorse the draft Town Plan with the addition of the current projects that the Council has already committed to being added to the Action Plan and that the final decision on adopting the plan is referred to the new Council in May. (P) SB (S) DC All Agreed.</p>	R.F.O
11	<p><b>Improved IT for Councillors:</b> Cllr B Bano proposed that decision on new IT equipment was deferred to the new Council. Cllr M Eddy seconded this proposal. Members voted 2 for, 3 against, 1 abstention. Motion failed.  Members RESOLVED: To recommend to full council that new IT equipment is purchased as per <b>option 3</b> in the report. To be purchased in time to be set up for the new Council in May with funds coming from the Project Fund. (P) SB (S) ER 5 for 2 against. Agreed.</p>	R.F.O
12	<p><b>KENT Pension Fund:</b> Members RESOLVED to agree that the balance remaining in the 2022/23 salaries budget is carried forward to 2023/24 to cover the rise in pension contributions. (P) ME (S) SB All agreed.</p>	R.F.O
	<p>The Chairman closed the meeting at 8.35pm</p> <p>Date of the next FP &amp; G Committee Meeting: 11<sup>th</sup> July 2023</p>	

## Detailed Income &amp; Expenditure by Budget Heading 01/04/22 - 31/03/2023

## Cost Centre Report

ATTACHMENT 3

	Actual Year To Date	Current Annual Bud	Variance Annual Total	% Spent	Transfer to/from EMR
<b>100 General Income</b>					
1076 Precept	475261	475261	0	100.0%	
1080 Bank Interest	2319	100	-2219	2319.0%	
General Income :- Income	<b>477580</b>	<b>475361</b>	<b>-2219</b>	100.5%	<b>0</b>
<b>Net Income</b>	<b>477580</b>	<b>475361</b>	<b>-2219</b>		
<b>200 Staff Costs</b>					
4000 Salaries Gross	247886	257306	9420	96.3%	
4010 Salaries Employers Pension	44549	44500	-49	100.1%	
4020 Salaries Employers NI	23276	23250	-26	100.1%	
4055 Travel & Subsistence	22	100	78	22.0%	
4070 Training	78	2000	1922	3.9%	
4075 Staff Uniforms	223	100	-123	223.0%	
4080 HR & HS	1266	1530	264	82.7%	
4085 Payroll Services	1443	0	-1443	0.0%	
4090 Staff Recruitment	500	750	250	66.7%	
Staff Costs	<b>319243</b>	<b>329536</b>	<b>10293</b>	96.9%	<b>0</b>
<b>Net Expenditure</b>	<b>-319243</b>	<b>-329536</b>	<b>-10293</b>		
<b>205 Official Car</b>					
4060 Official Car Lease	3574	3564	-10	100.3%	
4065 Official Car Fuel	273	300	27	91.0%	
Official Car	<b>3847</b>	<b>3864</b>	<b>17</b>	99.6%	<b>0</b>
<b>Net Expenditure</b>	<b>-3847</b>	<b>-3864</b>	<b>-17</b>		
<b>210 Civic</b>					
1998 Mayors events income	-498	0	498	0.0%	
Civic :- Income	<b>-498</b>	<b>0</b>	<b>498</b>	0.0%	
4055 Travel & Subsistence	46	100	54	46.0%	
4070 Training	70	1000	930	7.0%	
4200 Cllr. Allowances	5400	3600	-1800	150.0%	
4220 Robes & Regalia	0	50	50	0.0%	
Civic	<b>5516</b>	<b>4750</b>	<b>-766</b>	116.1%	<b>0</b>
<b>Net Income over Expenditure</b>	<b>-6014</b>	<b>-4750</b>	<b>1264</b>		
<b>215 Mayor's Budget</b>					
4055 Travel & Subsistence	17	100	83	17.0%	
4210 Hospitality	1501	1500	-1	100.1%	
4225 Mayoral Travel & Subsistence	11	100	89	11.0%	
4230 Mayor Expenses	100	500	400	20.0%	

## Detailed Income &amp; Expenditure by Budget Heading 01/04/22 - 31/03/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	% Spent	Transfer to/from EMR
4235 Deputy Mayor Expenses	100	300	200	33.3%	
4240 Mayoress Expenses	0	300	300	0.0%	
<b>Mayor's Budget</b>	<b>1729</b>	<b>2800</b>	<b>1071</b>	61.8%	0
<b>Net Expenditure</b>	<b>-1729</b>	<b>-2800</b>	<b>-1071</b>		
<b>220 Administration</b>					
4070 Training	932	0	-932	0.0%	
4080 HR & HS	1265	1530	265	82.7%	
4300 Mobile Phones	939	500	-439	187.8%	
4305 Stationery	1733	1500	-233	115.5%	
4310 Postage	(100)	300	400	-33.3%	
4315 Bank Charges	1726	1000	-726	172.6%	
4320 General Admin	8672	8800	128	98.5%	17674
4325 Office Equipment	604	500	-104	120.8%	
4330 IT Equipment	28	4000	3972	0.7%	
4335 IT Support & Website	5634	6000	366	93.9%	5000
4340 Telephone & Broadband	2262	700	-1562	323.1%	
4345 Pat Testing	0	500	500	0.0%	
4355 Premises (Running Costs)	10281	10000	-281	102.8%	
4360 Insurance	402	0	-402	0.0%	
4365 Legal Advice	0	0	0	0.0%	
4375 Marketing/Communications	352	2000	1648	17.6%	
4380 Contingency	0	0	0	0.0%	
4390 Waste & Recycling	3721	2000	-1721	186.1%	
4405 Annual Planting	4730	6000	1270	78.8%	
4410 Flags	906	180	-726	503.3%	
4415 Audit Fees	1925	2300	375	83.7%	
4420 Subscriptions	1665	800	-865	208.1%	
4425 Town Plan	7	0	-7	0.0%	
4430 Data Protection Officer	0	1000	1000	0.0%	
4435 General Maintenance	516	4000	3484	12.9%	
<b>Administration</b>	<b>48300</b>	<b>53610</b>	<b>5310</b>	90.1%	
<b>Net Expenditure</b>	<b>-50029</b>	<b>-53610</b>	<b>-3581</b>		
<b>225 Council</b>					
4365 Legal Advice	13404	500	-12904	2680.8%	
4370 Election Costs	0	6500	6500	0.0%	
4380 Contingency	1011	10000	8989	10.1%	
<b>Council</b>	<b>14415</b>	<b>17000</b>	<b>2585</b>	84.8%	0
<b>Net Expenditure</b>	<b>-14415</b>	<b>-17000</b>	<b>-2585</b>		



## Detailed Income &amp; Expenditure by Budget Heading 01/04/22 - 31/03/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	% Spent	Transfer to/from EMR
<b>250 Grants &amp; Donations</b>					
4470 Annual Grants	11000	10000	-1000	110.0%	1000
4480 Christmas Light Fund	2000	2000	0	100.0%	
4485 Food Poverty Fund	8454	10000	1546	84.5%	
4490 St Omer Twinning	500	500	0	100.0%	
<b>Grants &amp; Donations</b>	<b>21954</b>	<b>22500</b>	<b>546</b>	97.6%	
<b>Net Expenditure</b>	<b>-21954</b>	<b>-22500</b>	<b>-546</b>		
<b>260 Astor Theatre</b>					
1000 Grants Received	5000	0	-5000	0.0%	
<b>Astor Theatre :- Income</b>	<b>5000</b>	<b>0</b>	<b>-5000</b>		<b>0</b>
4495 Aster Theatre Grant	5000	0	-5000	0.0%	
<b>Astor Theatre</b>	<b>5000</b>	<b>0</b>	<b>-5000</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>300 Town Hall</b>					
1100 Wedding Hire	9110	9000	-110	101.2%	
1105 Chamber Hire	3110	2000	-1110	155.5%	
1110 Committee Room Hire	45	1000	955	4.5%	
1115 Under Croft Hire	225	1000	775	22.5%	
<b>Town Hall :- Income</b>	<b>12490</b>	<b>13000</b>	<b>510</b>	96.1%	<b>0</b>
4310 Postage	441	0	-441	0.0%	
4360 Insurance	6597	8000	1403	82.5%	
4400 Advertising	165	0	-165	0.0%	
4420 Subscriptions	1119	0	-1119	0.0%	
4500 Repairs & Maintenance	20260	20600	340	98.3%	25000
4505 Under Croft Cleaning	970	1000	30	97.0%	
4510 Furniture & Equipment	323	1000	677	32.3%	
4520 Boiler Service & Maint.	0	500	500	0.0%	
4525 Window Cleaning	0	1530	1530	0.0%	
4530 Gas	6245	6500	255	96.1%	
4535 Electricity	(284)	2000	2284	-14.2%	
4540 Water	154	250	96	61.6%	
4550 TH Events	1998	1700	-298	117.5%	
4720 Licences	606	300	-306	202.0%	
<b>Town Hall</b>	<b>38878</b>	<b>43380</b>	<b>4502</b>	89.6%	
<b>Net Income over Expenditure</b>	<b>-26388</b>	<b>-30380</b>	<b>-3992</b>		
<b>305 Police Office</b>					
1120 Police Office Rent	9000	0	-9000	0.0%	-9,000
<b>Police Office :- Income</b>	<b>9000</b>	<b>0</b>	<b>-9000</b>		<b>0</b>
<b>Net Income</b>	<b>9000</b>	<b>0</b>	<b>-9000</b>		

## Detailed Income &amp; Expenditure by Budget Heading 01/04/22 - 31/03/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	% Spent	Transfer to/from EMR
<b>310 VIC</b>					
1200 VIC Income	505	0	-505	0.0%	
VIC :- Income	<b>505</b>	<b>0</b>	<b>-505</b>		<b>0</b>
4605 Terminal Charges	726	750	24	96.8%	
VIC :- Indirect Expenditure	<b>726</b>	<b>750</b>	<b>24</b>	96.8%	<b>0</b>
<b>Net Income over Expenditure</b>	<b>-221</b>	<b>-750</b>	<b>-529</b>		
<b>400 Wed/Fri Market</b>					
1400 Wednesday Market Traders	360	2750	2390	13.1%	
1405 Friday Market Traders	0	2250	2250	0.0%	
1412 WEDNESDAY MARKET TRADERS	315	0	-315	0.0%	
Wed/Fri Market :- Income	<b>675</b>	<b>5000</b>	<b>4325</b>	13.5%	<b>0</b>
4730 Market General Costs	0	500	500	0.0%	
Wed/Fri Market	<b>0</b>	<b>500</b>	<b>500</b>	0.0%	<b>0</b>
<b>Net Income over Expenditure</b>	<b>675</b>	<b>4500</b>	<b>3825</b>		
<b>410 Saturday Market</b>					
1410 Market Traders	33874	30429	-3445	111.3%	
Saturday Market :- Income	<b>33874</b>	<b>30429</b>	<b>-3445</b>	111.3%	<b>0</b>
4400 Advertising	439	0	-439	0.0%	
4420 Subscriptions	828	500	-328	165.6%	
4715 Profit Share	3000	2500	-500	120.0%	
4730 Market General Costs	9240	3000	-6240	308.0%	3850
4735 Market Licence/Rates	5966	1500	-4466	397.7%	
4750 Road Closures	1040	0	-1040	0.0%	1435
4760 Market Stewards	3230	0	-3230	0.0%	
Saturday Market	<b>23743</b>	<b>7500</b>	<b>-16243</b>	316.6%	
<b>Net Income over Expenditure</b>	<b>10131</b>	<b>22929</b>	<b>12798</b>		
<b>420 Braderie Market</b>					
1415 Braderie stall holders	420	4500	4080	9.3%	
Braderie Market :- Income	<b>420</b>	<b>4500</b>	<b>4080</b>	9.3%	<b>0</b>
4705 Road Closure	13	700	687	1.9%	
4720 Licences	0	1200	1200	0.0%	
4725 First Aid	0	200	200	0.0%	
4730 Market General Costs	130	0	-130	0.0%	
4740 Toilet Hire	0	200	200	0.0%	
Braderie Market	<b>143</b>	<b>2300</b>	<b>2157</b>	6.2%	<b>0</b>
<b>Net Income over Expenditure</b>	<b>277</b>	<b>2200</b>	<b>1923</b>		



## Detailed Income &amp; Expenditure by Budget Heading 01/04/22 - 31/03/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	% Spent	Transfer to/from EMR
500 Public Conveniences					
4800 Public Conveniences	39431	32000	-7431	123.2%	
Public Conveniences	<b>39431</b>	<b>32000</b>	<b>-7431</b>	123.2%	0
<b>Net Expenditure</b>	<b>-39431</b>	<b>-32000</b>	<b>7431</b>		
600 Allotments Golf Road					
1500 Allotment Income	1957	2000	43	97.9%	
Allotments Golf Road :- Income	<b>1957</b>	<b>2000</b>	<b>43</b>	97.9%	0
4500 Repairs & Maintenance	1838	2500	662	73.5%	
4540 Water	959	700	-259	137.0%	
Allotments Golf Road	<b>2797</b>	<b>3200</b>	<b>403</b>	87.4%	0
<b>Net Income over Expenditure</b>	<b>-840</b>	<b>-1200</b>	<b>-360</b>		
610 Allotments Park Ave					
1500 Allotment Income	1809	2000	191	90.5%	
Allotments Park Ave :- Income	<b>1809</b>	<b>2000</b>	<b>191</b>	90.5%	0
4500 Repairs & Maintenance	1810	2500	690	72.4%	
4501 GEN ALLOTS REPAIRS & MAINT	1707	2500	793	68.3%	
4540 Water	503	700	197	71.9%	
Allotments Park Ave	<b>4020</b>	<b>5700</b>	<b>1680</b>	70.5%	0
<b>Net Income over Expenditure</b>	<b>-2211</b>	<b>-3700</b>	<b>-1489</b>		
620 Allotments Mill Road					
1500 Allotment Income	1538	2000	462	76.9%	
Allotments Mill Road :- Income	<b>1809</b>	<b>2000</b>	<b>191</b>	76.9%	0
4500 Repairs & Maintenance	2727	2500	-227	109.1%	
4540 Water	365	700	335	52.1%	
Allotments Mill Road	<b>2797</b>	<b>3200</b>	<b>403</b>	87.4%	0
<b>Net Income over Expenditure</b>	<b>-1259</b>	<b>-1200</b>	<b>59</b>		
700 Town Events					
5005 Town Hall Promotions	321	200	-121	160.5%	
5010 Heritage Day	5	200	195	2.5%	
5015 Christmas Events	0	200	200	0.0%	
5020 Mayoral Ceremonial Event	329	200	-129	164.5%	
5025 International Woman's Day	0	200	200	0.0%	
5030 Charter Day	207	500	293	41.4%	
5035 Holocaust Memorial Day	40	200	160	20.0%	
Town Events	<b>902</b>	<b>1700</b>	<b>798</b>	53.1%	0
<b>Net Expenditure</b>	<b>-902</b>	<b>-1700</b>	<b>-798</b>		
			<b>Transfer from EMR</b>		<b>44959</b>
<b>Grand Totals:- Income</b>	544621	534290	-10331	101.9%	
<b>Expenditure</b>	533441	534290	849	99.8%	
<b>Net Income over Expenditure</b>					
Movement to/(from) Gen Reserve	11180	0			

Date: 04/07/2023

Deal Town Council

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Time: 13:46

Bank Reconciliation Statement as at 05/06/2023 (UPDATED Re Audit) User: PAUL  
 for Cashbook 1 - Nat West Combined A/C's For 31/3/23

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current A/C	31/03/2023		100.00
Nat West Deposit A/C	31/03/2023		438,547.65
			<u>438,647.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
22/09/2022 VAT CORREC CHUBB		-40.60	
22/09/2022 VAT CORREC CHUBB		81.20	
			<u>40.60</u>
			438,607.05
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			438,607.05
		<b>Balance per Cash Book is :-</b>	<b>438,607.05</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/03/2023  
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	31/03/2023		2,354.56
			<u>2,354.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,354.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,354.56
		<b>Balance per Cash Book is :-</b>	<b>2,354.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/03/2023  
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	31/03/2023		907.19
			<hr/> 907.19
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			907.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			907.19
		<b>Balance per Cash Book is :-</b>	<b>907.19</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 31/03/2023  
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	31/03/2023		145.70
			<u>145.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>145.70</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>145.70</u>
		<b>Balance per Cash Book is :-</b>	<b>145.70</b>
		<b>Difference is :-</b>	<b>0.00</b>

## DEAL TOWN COUNCIL

## MEMORANDUM

**To:** Councillor T Bond Chairperson of the Finance and General Purposes Committee  
Committee members  
**From:** Mr P Bone – Responsible Finance Officer  
**Date:** 30 June 2023  
**Subject:** Year End and Budget Report to 31<sup>st</sup> March 2023

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Please find attached a report showing the year end spend to budget figures showing the performance totals for each cost centre.

The overall position for the entire budget is:

Grand Totals	Spend	Budget	Variance	%
<b>Income</b>	£544,621	£534,290	-£10,331	101.9%
<b>Expenditure</b>	£533,441	£534,290	£849	99.8%

Within the cost centers you will note that there are a couple of 'overspends' as detailed below:

**210 Civic** - Overspend of £766 – This is due to Council agreeing to pay £1,200 of backdated Cllr allowances to a Cllr who had previously not requested to receive them.

**410 Saturday Market** - Overspend of £16,243 - This is due to Council agreeing ongoing road closures on Saturday and a temporary marshal to assist at the market, funded from the market income. As the budget had not been set up to allow this, it shows as an overspend even though the market has brought in an income of £3,445 above all costs.

**500 Public Conveniences** – Overspend of £7,431 – DTC resolved to only pay £32,000 of the £39,431 requested by DDC.

DDC have agreed to issue a credit note for the difference but this has not yet been received. (They are being chased for this)

### Year End Position

The budgets for 2022/23 were set to be balanced to have no effect on the General Reserve, however due to the over budget income of £10,331 and the small underspend on expenditure, the General Reserves have increased by around £11,000 to a new level of £293,244

### Decision Required

Members to note the report.

**Deal Town Council - Budget repoty by cost centre 01/04/22 - 31/03/2023**

	<b>Spend</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>
<b>100 General Income</b>				
Income:	477580	475361	-2219	100.5%
<b>200 Staff Costs</b>				
Expenditure:	319243	329536	10293	96.9%
<b>205 Official Car</b>				
Expenditure:	3847	3864	17	99.6%
<b>210 Civic</b>				
Expenditure:	5516	4750	-766	116.1%
<b>215 Mayor's Budget</b>				
Expenditure:	1729	2800	1071	61.8%
<b>220 Administration</b>				
Expenditure:	48300	53610	5310	90.1%
<b>225 Council</b>				
Expenditure:	14415	17000	2585	84.8%
<b>250 Grants &amp; Donations</b>				
Expenditure:	21954	22500	546	97.6%
<b>300 Town Hall</b>				
Income:	12490	13000	510	96.1%
Expenditure:	38878	43380	4502	89.6%
<b>310 VIC</b>				
Income:	505	0	-505	0.0%
Expenditure:	726	750	24	96.8%
<b>400 Wed/Fri Market</b>				
Income:	675	5000	4325	13.5%
Expenditure:	0	500	500	0.0%
<b>410 Saturday Market</b>				
Income:	33874	30429	-3445	111.3%
Expenditure:	23743	7500	-16243	316.6%
<b>420 Braderie Market</b>				
Income:	420	4500	4080	9.3%
Expenditure:	143	2300	2157	6.2%
<b>500 Public Conveniences</b>				
Public Conveniences	39431	32000	-7431	123.2%
<b>600 Allotments Golf Road</b>				
Income:	1957	2000	43	97.9%
Expenditure:	2797	3200	403	87.4%
<b>610 Allotments Park Ave</b>				
Income:	1809	2000	191	90.5%
Expenditure:	4020	5700	1680	70.5%
<b>620 Allotments Mill Road</b>				
Income:	1809	2000	191	76.9%
Expenditure:	2797	3200	403	87.4%
<b>700 Town Events</b>				
Expenditure:	902	1700	798	53.1%

04/07/2023

## Deal Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## 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>100 General Income</b>								
1076 Precept	0	237,966	475,262	237,296			50.1%	
1080 Bank Interest	576	1,011	1,200	189			84.3%	
General Income :- Income	<b>576</b>	<b>238,977</b>	<b>476,462</b>	<b>237,485</b>			<b>50.2%</b>	<b>0</b>
<b>Net Income</b>	<b>576</b>	<b>238,977</b>	<b>476,462</b>	<b>237,485</b>				
<b>200 Staff Costs</b>								
4000 Salaries Gross	22,501	13,264	300,000	286,736		286,736	4.4%	
4010 Salaries Employers Pension	5,191	10,064	20,000	9,936		9,936	50.3%	
4020 Salaries Employers NI	0	0	25,000	25,000		25,000	0.0%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	0	2,000	2,000		2,000	0.0%	
4075 Staff Uniforms	0	0	100	100		100	0.0%	
4080 HR & HS	0	1,360	1,621	261		261	83.9%	
4090 Staff Recruitment	0	0	750	750		750	0.0%	
Staff Costs :- Indirect Expenditure	<b>27,692</b>	<b>24,689</b>	<b>349,571</b>	<b>324,882</b>	<b>0</b>	<b>324,882</b>	<b>7.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(27,692)</b>	<b>(24,689)</b>	<b>(349,571)</b>	<b>(324,882)</b>				
<b>205 Official Car</b>								
4060 Official Car Lease	296	296	3,564	3,268		3,268	8.3%	
4065 Official Car Fuel	0	0	500	500		500	0.0%	
Official Car :- Indirect Expenditure	<b>296</b>	<b>296</b>	<b>4,064</b>	<b>3,768</b>	<b>0</b>	<b>3,768</b>	<b>7.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(296)</b>	<b>(296)</b>	<b>(4,064)</b>	<b>(3,768)</b>				
<b>210 Civic</b>								
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	0	1,000	1,000		1,000	0.0%	
4200 Cllr. Allowances	0	0	4,800	4,800		4,800	0.0%	
4220 Robes & Regalia	0	0	50	50		50	0.0%	
4245 Town Sergeant Expenses	130	130	0	(130)		(130)	0.0%	
Civic :- Indirect Expenditure	<b>130</b>	<b>130</b>	<b>5,950</b>	<b>5,820</b>	<b>0</b>	<b>5,820</b>	<b>2.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(130)</b>	<b>(130)</b>	<b>(5,950)</b>	<b>(5,820)</b>				
<b>215 Mayor's Budget</b>								
4210 Hospitality	0	442	1,500	1,058		1,058	29.5%	
4225 Mayoral Travel & Subsistence	0	0	100	100		100	0.0%	
4230 Mayor Expenses	209	209	500	291		291	41.8%	

Continued over page



## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## 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
4235 Deputy Mayor Expenses	0	0	300	300		300	0.0%	
4240 Mayoress Expenses	0	0	300	300		300	0.0%	
Mayor's Budget :- Indirect Expenditure	<u>209</u>	<u>651</u>	<u>2,700</u>	<u>2,049</u>	<u>0</u>	<u>2,049</u>	<u>24.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(209)</u>	<u>(651)</u>	<u>(2,700)</u>	<u>(2,049)</u>				
<u>220 Administration</u>								
4080 HR & HS	0	1,360	1,622	262		262	83.9%	
4085 Payroll Services	0	0	1,855	1,855		1,855	0.0%	
4300 Mobile Phones	81	151	500	349		349	30.3%	
4305 Stationery	39	337	1,500	1,163		1,163	22.5%	
4310 Postage	94	94	500	406		406	18.8%	
4315 Bank Charges	116	254	1,500	1,246		1,246	16.9%	
4320 General Admin	251	1,186	8,800	7,614		7,614	13.5%	
4325 Office Equipment	135	504	500	(4)		(4)	100.7%	
4330 IT Equipment	381	20,918	3,000	(17,918)		(17,918)	697.3%	20,537
4335 IT Support & Website	1,508	4,450	6,000	1,550		1,550	74.2%	
4340 Telephone & Broadband	199	393	1,500	1,107		1,107	26.2%	
4345 Pat Testing	0	0	500	500		500	0.0%	
4355 Premises (Running Costs)	0	0	10,000	10,000		10,000	0.0%	
4375 Marketing/Communications	0	0	2,000	2,000		2,000	0.0%	
4390 Waste & Recycling	180	368	2,500	2,132		2,132	14.7%	
4405 Annual Planting	0	0	5,000	5,000		5,000	0.0%	
4410 Flags	0	0	500	500		500	0.0%	
4415 Audit Fees	0	0	2,300	2,300		2,300	0.0%	
4420 Subscriptions	0	0	2,000	2,000		2,000	0.0%	
4430 Data Protection Officer	0	0	1,000	1,000		1,000	0.0%	
4435 General Maintenance	360	491	4,000	3,509		3,509	12.3%	
Administration :- Indirect Expenditure	<u>3,342</u>	<u>30,506</u>	<u>57,077</u>	<u>26,571</u>	<u>0</u>	<u>26,571</u>	<u>53.4%</u>	<u>20,537</u>
<b>Net Expenditure</b>	<u>(3,342)</u>	<u>(30,506)</u>	<u>(57,077)</u>	<u>(26,571)</u>				
6000 plus Transfer from EMR	0	20,537						
<b>Movement to/(from) Gen Reserve</b>	<u>(3,342)</u>	<u>(9,969)</u>						
<u>225 Council</u>								
4365 Legal Advice	0	0	500	500		500	0.0%	
4370 Election Costs	0	0	17,000	17,000		17,000	0.0%	
4380 Contingency	0	0	10,000	10,000		10,000	0.0%	
Council :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>27,500</u>	<u>27,500</u>	<u>0</u>	<u>27,500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(27,500)</u>	<u>(27,500)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## 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>250 Grants &amp; Donations</b>								
4470 Annual Grants	0	8,110	20,000	11,890		11,890	40.5%	8,310
4480 Christmas Light Fund	0	0	2,000	2,000		2,000	0.0%	
4485 Food Poverty Fund	0	2,184	0	(2,184)		(2,184)	0.0%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	<b>0</b>	<b>10,294</b>	<b>22,500</b>	<b>12,206</b>	<b>0</b>	<b>12,206</b>	<b>45.8%</b>	<b>8,310</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,294)</b>	<b>(22,500)</b>	<b>(12,206)</b>				
6000 plus Transfer from EMR	0	8,210						
6001 less Transfer to EMR	0	100						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(2,184)</b>						
<b>260 Astor Theatre</b>								
4471 DDC Astor Grant	(5,000)	(5,000)	0	5,000		5,000	0.0%	
Astor Theatre :- Indirect Expenditure	<b>(5,000)</b>	<b>(5,000)</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>		<b>0</b>
<b>Net Expenditure</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>				
<b>300 Town Hall</b>								
1100 Wedding Hire	2,210	2,510	10,000	7,490			25.1%	
1105 Chamber Hire	0	141	2,000	1,859			7.1%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	0	0	500	500			0.0%	
Town Hall :- Income	<b>2,210</b>	<b>2,651</b>	<b>13,500</b>	<b>10,849</b>			<b>19.6%</b>	<b>0</b>
4060 Official Car Lease	0	296	0	(296)		(296)	0.0%	
4360 Insurance	0	0	8,000	8,000		8,000	0.0%	
4420 Subscriptions	0	1,695	0	(1,695)		(1,695)	0.0%	
4500 Repairs & Maintenance	0	602	0	(602)		(602)	0.0%	
4505 Under Croft Cleaning	0	0	1,000	1,000		1,000	0.0%	
4510 Furniture & Equipment	0	0	1,000	1,000		1,000	0.0%	
4520 Boiler Service & Maint.	0	0	500	500		500	0.0%	
4525 Window Cleaning	0	0	1,000	1,000		1,000	0.0%	
4530 Gas	0	0	2,650	2,650		2,650	0.0%	
4535 Electricity	478	478	6,360	5,882		5,882	7.5%	
4540 Water	75	75	265	190		190	28.1%	
4550 TH Events	1,000	1,000	1,800	800		800	55.6%	
4710 Rates	1,119	2,238	0	(2,238)		(2,238)	0.0%	
4720 Licences	0	0	500	500		500	0.0%	
Town Hall :- Indirect Expenditure	<b>2,671</b>	<b>6,383</b>	<b>23,075</b>	<b>16,692</b>	<b>0</b>	<b>16,692</b>	<b>27.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(461)</b>	<b>(3,732)</b>	<b>(9,575)</b>	<b>(5,843)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## 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>310 VIC</b>								
4605 Terminal Charges	47	95	500	405		405	19.0%	
VIC :- Indirect Expenditure	47	95	500	405	0	405	19.0%	0
<b>Net Expenditure</b>	<b>(47)</b>	<b>(95)</b>	<b>(500)</b>	<b>(405)</b>				
<b>410 Saturday Market</b>								
1410 Market Traders	3,325	5,932	35,000	29,068			16.9%	
Saturday Market :- Income	3,325	5,932	35,000	29,068			16.9%	0
4420 Subscriptions	0	60	500	440		440	12.0%	
4715 Profit Share	0	0	2,500	2,500		2,500	0.0%	
4730 Market General Costs	0	0	3,000	3,000		3,000	0.0%	
4735 Market Licence/Rates	0	0	1,750	1,750		1,750	0.0%	
4750 Road Closures	1,375	2,475	0	(2,475)		(2,475)	0.0%	
4760 Market Stewards	266	532	0	(532)		(532)	0.0%	
Saturday Market :- Indirect Expenditure	1,641	3,067	7,750	4,683	0	4,683	39.6%	0
<b>Net Income over Expenditure</b>	<b>1,684</b>	<b>2,865</b>	<b>27,250</b>	<b>24,385</b>				
<b>420 Braderie Market</b>								
1415 Braderie stall holders	550	1,550	4,500	2,950			34.4%	
Braderie Market :- Income	550	1,550	4,500	2,950			34.4%	0
4705 Road Closure	0	0	700	700		700	0.0%	
4720 Licences	0	0	1,200	1,200		1,200	0.0%	
4725 First Aid	0	0	200	200		200	0.0%	
4740 Toilet Hire	0	0	300	300		300	0.0%	
Braderie Market :- Indirect Expenditure	0	0	2,400	2,400	0	2,400	0.0%	0
<b>Net Income over Expenditure</b>	<b>550</b>	<b>1,550</b>	<b>2,100</b>	<b>550</b>				
<b>500 Public Conveniences</b>								
4800 Public Conveniences	0	0	35,000	35,000		35,000	0.0%	
Public Conveniences :- Indirect Expenditure	0	0	35,000	35,000	0	35,000	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(35,000)</b>	<b>(35,000)</b>				
<b>600 Allotments Golf Road</b>								
1500 Allotment Income	0	0	2,000	2,000			0.0%	
Allotments Golf Road :- Income	0	0	2,000	2,000			0.0%	0

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## 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	390	900	2,500	1,600		1,600	36.0%	
4540 Water	0	82	742	660		660	11.1%	
Allotments Golf Road :- Indirect Expenditure	390	982	3,242	2,260	0	2,260	30.3%	0
<b>Net Income over Expenditure</b>	<b>(390)</b>	<b>(982)</b>	<b>(1,242)</b>	<b>(260)</b>				
<u>610 Allotments Park Ave</u>								
1500 Allotment Income	0	0	2,000	2,000			0.0%	
Allotments Park Ave :- Income	0	0	2,000	2,000			0.0%	0
4500 Repairs & Maintenance	145	295	2,500	2,205		2,205	11.8%	
4540 Water	66	66	700	634		634	9.5%	
Allotments Park Ave :- Indirect Expenditure	211	361	3,200	2,839	0	2,839	11.3%	0
<b>Net Income over Expenditure</b>	<b>(211)</b>	<b>(361)</b>	<b>(1,200)</b>	<b>(839)</b>				
<u>620 Allotments Mill Road</u>								
1500 Allotment Income	0	14	2,000	1,986			0.7%	
Allotments Mill Road :- Income	0	14	2,000	1,986			0.7%	0
4500 Repairs & Maintenance	145	295	2,500	2,205		2,205	11.8%	
4540 Water	0	41	742	701		701	5.5%	
Allotments Mill Road :- Indirect Expenditure	145	336	3,242	2,906	0	2,906	10.4%	0
<b>Net Income over Expenditure</b>	<b>(145)</b>	<b>(322)</b>	<b>(1,242)</b>	<b>(920)</b>				
<u>700 Town Events</u>								
5005 Town Hall Promotions	0	0	200	200		200	0.0%	
5010 Heritage Day	0	0	200	200		200	0.0%	
5015 Christmas Events	0	0	200	200		200	0.0%	
5020 Mayoral Ceremonial Event	0	0	200	200		200	0.0%	
5025 International Woman's Day	0	0	200	200		200	0.0%	
5030 Charter Day	0	0	500	500		500	0.0%	
5035 Holocaust Memorial Day	0	0	200	200		200	0.0%	
Town Events :- Indirect Expenditure	0	0	1,700	1,700	0	1,700	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,700)</b>	<b>(1,700)</b>				
<u>800 Cycle Friendly</u>								
4475 Special Projects	3,720	3,720	0	(3,720)		(3,720)	0.0%	
Cycle Friendly :- Indirect Expenditure	3,720	3,720	0	(3,720)	0	(3,720)		0
<b>Net Expenditure</b>	<b>(3,720)</b>	<b>(3,720)</b>	<b>0</b>	<b>3,720</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## 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	6,661	249,124	535,462	286,338			46.5%	
Expenditure	35,496	76,510	549,471	472,961	0	472,961	13.9%	
<b>Net Income over Expenditure</b>	<b>(28,835)</b>	<b>172,614</b>	<b>(14,009)</b>	<b>(186,623)</b>				
plus Transfer from EMR	0	28,747						
less Transfer to EMR	0	100						
<b>Movement to/(from) Gen Reserve</b>	<b>(28,835)</b>	<b>201,261</b>						

**Bank Reconciliation Statement as at 05/06/2023  
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	31/05/2023		100.00
Nat West Deposit A/C	31/05/2023		572,552.22
			<u>572,652.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
22/09/2022 VAT CORREC CHUBB		-40.60	
22/09/2022 VAT CORREC CHUBB		81.20	
			<u>40.60</u>
			572,611.62
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			572,611.62
		<b>Balance per Cash Book is :-</b>	<b>557,374.59</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>15,237.03</b>
<u>Adjustments to Reconciliation</u>			
30/04/2023 correction correction		15,237.03	
			<u>15,237.03</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

**Bank Reconciliation Statement as at 31/05/2023  
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	31/05/2023		2,354.56
			<u>2,354.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,354.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,354.56
		<b>Balance per Cash Book is :-</b>	<b>2,354.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 31/05/2023  
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	31/05/2023		-66.04
			<hr/> -66.04
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-66.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			-66.04
		<b>Balance per Cash Book is :-</b>	<b>-66.04</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 19/06/2023  
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	31/05/2023		88.45
			<u>88.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>88.45</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>88.45</u>
		<b>Balance per Cash Book is :-</b>	<b>88.45</b>
		<b>Difference is :-</b>	<b>0.00</b>

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance and General Purposes Committee  
Committee members  
**From:** Mr P Bone – Responsible Finance Officer  
**Date:** 30 June 2023  
**Subject:** Grants 2022-23 & 2023-24

---

**Grants 2022-23 – Year end update.**

For 2022/23 the Council operated a number of Grant streams.

- a) **Annual Grants:** Budget £10,000 (*F&GP*)

Grants awarded: £10,000.

- b) **Green Grants:** Budget £10,000 (*Environment Committee/Full Council*)

Grants awarded: £6,660. **Please note:** It was agreed that the balance of £3,340 is carried forward to 2023/24

- c) **Deal Warm Welcome:** Budget £10,000 to £15,000 (*Full Council*)

Amount awarded: £11,500

- d) **Coronation Grants:** Budget £2,000 (*Full Council*)

Amount awarded: £800

- e) **Christmas Light Fund:** Budget £2,000 (*Full Council*)

Amount awarded: £2,000

- f) **St Omer Twinning:** Budget £500 (*Full Council*)

Amount awarded: £500

- g) **Ukrainian Refugees in Deal Grants** (Earmarked reserve): Budget £2,000 (*Town Clerk*)

Grants awarded: £1,000 **Please note:** As the Ukraine Grant fund is an 'Earmarked reserve' the balance as at 31<sup>st</sup> March 2023 of £1,000 automatically carries forward to future years until used up or returned to 'General Reserve' if the reason the reserve was created no longer exists.

**Total Grants awarded: - £32,460.**

Continued over.



## **Grants 2023-24**

When Full Council agreed the Grants budget for 2023-24, an additional £10,000 was allocated bringing the total amount available for the year up to £20,000.

Please find attached:

Attach 6a) Draft 'Application Form and Score sheet for 2023-24.

Attach 6b) Proposed application deadlines.

Attach 6c) Draft 'Annual Grant' Guidelines.

These forms have all been updated to include sections relating to Deal Town Council's commitment to becoming Carbon Neutral by 2025 and the Council's environmental policies.

## **City of Sanctuary**

Included within Deal Town Council's commitment to becoming a City of Sanctuary are the following commitments: -

- *Deal Town Council is committed to welcoming asylum seekers and refugees to Deal.*
- *To ensure that all council policies and strategies do not disadvantage refugees and asylum seekers to the town.*

To assist with these commitments Officers are asking that members consider allocating part of the 2023-24 Grants budget to support asylum seekers and refugees within the Deal wards.

Please find attached:

Attach 6d) Draft proposal for a new 'City of Sanctuary' Grant Stream to support asylum seekers and refugees within the Deal wards.

## **Recommendations.**

- 1) To consider and agree: Attach 6a) Draft 'Application Form and Score sheet for 2023-24.
- 2) To consider and agree: Attach 6b) Proposed application deadlines.
- 3) To consider and agree: Attach 6c) Draft 'Annual Grant' Guidelines
- 4) To allocate £2,000 from the 2023-24 Grants Budget to a new 'City of Sanctuary' Grant Stream and request that the R.F.O. brings draft guidelines to the next meeting outlining proposals for a separate Grant Stream support asylum seekers and refugees within the Deal wards.

## **Decisions Required**

Members to consider the above recommendations.

**Deal Town Council Grant Programme 2023-24****Appendix 1a SMALL GRANT and LARGE GRANT Application Form**

Please add any additional information you want to give us on a separate sheet.

Which grant are you applying for?	<b>SMALL GRANT</b> .....	<b>LARGE GRANT</b> .....
<b>1. Your Organisation</b>		
Name of organisation		
Contact name and position in organisation	NAME:  POSITION:	
Contact details	ADDRESS:  TEL:  EMAIL:	
Registered charity / CIO	YES/NO:	Charity No:
Co. Ltd by Guarantee or CIC	YES/NO:	Company No:
Community Group, Club or Association	YES/NO:	Details:
Other	YES/NO:	Details:
Have you received a grant within the last 3 years from Deal Town Council?		YES/NO:
If YES please provide information	<b>Year</b>	<b>Amount</b>

<b>2. Your Project</b>	
Please describe your project or activity. What will you do? Where? How?	
What is the proposed start and finish date?	<b>START:</b> <b>FINISH:</b>
What will be the impact of the project? How will you know if you have succeeded?	
Will all the residents of Deal benefit from the project? If your project is not for everybody, which groups of people will benefit?	
Will people outside Deal Town Council's area benefit?	See <a href="https://maps.dover.gov.uk/webapps/Wards/">https://maps.dover.gov.uk/webapps/Wards/</a> YES/NO:
If yes what proportion of your beneficiaries live in Deal town?	.....%
Explain what a Deal Town Council grant would be used for, if awarded.	

3. Financial Details	Item	£
Please give the <b>FULL</b> cost of your project. Continue on a separate sheet if necessary		
	<b>Total cash cost</b>	<b>£</b>
How many volunteer hours are involved?		
Please list any other 'in kind' contributions and value in £.		
Please give details of other funding applied for <b>but not yet secured</b>	<b>Funding applied from</b>	
		<b>£</b>
		<b>£</b>
		<b>£</b>
Please give details of other funding <b>already secured</b>	<b>Funding received from</b>	
		<b>£</b>
		<b>£</b>
		<b>£</b>
Please give details of any cash contribution from your organisation		<b>£</b>
How much grant are you requesting from Deal Town Council?		<b>£</b>

## Carbon Emission Check Lists

Deal Town Council has made a commitment to become Carbon Neutral by 2025. To help with this and to comply with the Council's Environmental policy, all Grant applications will be scored using the same criteria as for its own projects.

For ease of use, we have created a template for committees to rate 12 categories of impact.

Categories are air quality, materials economy, climate change adaption, land use, biodiversity, Greenhouse Gas Emissions, renewables, sea health, chemical and plastic pollution, education, prosperity and community & culture.

The grades are 1- long lasting positive impact, 2 - short term or limited positive impact, 3 -no known impact, 4 - short term or limited negative impact and 5 - long term negative impact.

This is not scientific but designed for discussion and to guide thinking when decisions are considered.

For each of the 12 categories listed below in **Bold**, please tick the box that shows what you believe to be the environmental impact of your project (please only tick 1 box per line)

		Long lasting positive impact	Short term positive impact	Not known	Short term negative impact	Long term negative impact
1	<b>Air Quality</b>					
2	<b>Materials economy</b>					
3	<b>Climate change adaptation</b>					
4	<b>Land use</b>					
5	<b>Biodiversity</b>					
6	<b>Greenhouse gas emissions</b>					
7	<b>Renewables</b>					
8	<b>Sea health</b>					
9	<b>Chemical and plastic pollution</b>					
10	<b>Awareness</b>					
11	<b>Cost to council</b>					
12	<b>Community and culture</b>					

4. Checklist: Have you provided	Yes/No	If 'No', give the reason
A fully completed application form signed and dated		
A copy of your governing document e.g. constitution, set of rules etc. <i>If supplied within last 3 years please contact the R.F.O first</i>		
A copy of your latest bank or building society statement		
A copy of your latest completed accounts and annual report if it exists		

### Grant Conditions

- i. *The grant can only be used for the purpose stated in the application. Deal Town Council reserves the right to reclaim any grant not being used for the specified project/activity.*
- ii. *Should the organisation disband or the project cease during the grant period Deal Town Council may ask for all or part of the grant to be paid back.*
- iii. *Organisations are responsible for ensuring that they comply with all legal and statutory requirements.*
- iv. *To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion*
- v. *Acknowledgment of the grant received from Deal Town Council is required on documentation, on promotional literature, websites and on social media. The Deal Town Council logo will be supplied on request for this purpose.*
- vi. *Deal Town Council will monitor the use of the grant through the Grant Monitoring Form. No further applications will be accepted if there is an outstanding Grant Monitoring Form.*
- vii. *Organisations must contact Deal Town Council before disposing of any equipment or resources purchased or part purchased with Deal own Council grant within 3 years of receiving a grant.*
- viii. *Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.*



## 5. Declaration.

*I declare that the information given is correct*

*I have read and agree to adhere to the conditions of the Grant Programme.*

Signed .....

Date .....

<i>Payee for grant payment (if an individual's name please explain why)</i>	<i>Name:</i>
	<i>BANK Details:</i>

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR. Any enquiries or assistance required in completing this form should be made to the Responsible Finance Officer. Tel: 01304 361999 or e-mail: [paul.bone@deal.gov.uk](mailto:paul.bone@deal.gov.uk).

The declaration at the end of the application form must be signed and dated, forms sent in electronically require either a scanned copy of the final page with signature or a final signed page to be submitted by post.

**All applicants will be advised that their form is being processed within 10 working days of receipt.**

<b>For Town Hall use only.</b>	
Date application form received	
Form checked by	
Date application validated by R.F.O.	
Date of committee meetings when application will be considered	
Decision	
Date applicant notified of decision	

## Appendix 1b

### SMALL GRANT and LARGE GRANT Monitoring Form

Under your grant conditions, you are required to submit an end of grant report on what Deal Town Council's grant has been used for, with a breakdown of all the income you received for the project, and all the expenditure incurred.

The grant monitoring form must be submitted **within three months of the project completion date**.

The declaration at the end of form must be signed and dated.

<b>1. Your Organisation</b>	
Name of organisation:	
<b>2. Your Grant</b>	
Grant Amount	£
Proposed start and finish date	<b>START:</b> <b>FINISH:</b>
Actual START and FINISH dates	<b>START:</b> <b>FINISH:</b>
<b>3. Outputs</b>	
Describe how the residents of Deal benefited from the grant. Include <b>number of beneficiaries</b>	
Please say whether the impact was as you expected. Feel free to tell us honestly about the project failures as well as successes.	
<b>Acknowledging your grant:</b> Please send us evidence of where the Deal Town Council logo was included in your reports, posts, promotional materials etc	

4. Financial Details	Item	£
Please give the FULL final cost of your project. Continue on a separate sheet if necessary		
	<b>Total cash cost</b>	<b>£</b>
Volunteer Hours		
Other IN KIND value		<b>£</b>

#### 5. Declaration.

I declare that the information given is correct

Signed ..... Date .....

Completed forms must be returned to the Responsible Finance Officer, Deal Town Council, Town Hall, High Street, Deal, Kent. CT14 6TR.

For assistance in completing this form please contact the Responsible Finance Officer– Tel: 01304 361999 or e-mail: [paul.bone@deal.gov.uk](mailto:paul.bone@deal.gov.uk)

<b>For Town Hall use only.</b>	
Date Monitoring form received:	
Form checked by:	

## Appendix 1c

See below the **Annual Grant (SMALL GRANT and LARGE GRANT)** score sheet **for applicants' information only**

<b>SMALL GRANT and LARGE GRANT SCORE SHEET</b>			
<b>Organisation</b>			
Please score on 1-5 scale (1=weak 5=excellent) PLUS you can award up to 3 Bonus Points if appropriate			
Criteria	Score 1-5	Bonus	Comments
1. How well does the project meet the needs of Deal residents? Is the project well designed?			
2. Is it local? Will it affect entirely or predominantly Deal residents?			
3. Impact – will it affect a wide range or number of people? Will it have a major impact on a limited number?			
4. Is the budget reasonable? Have costs been properly explored?			
5. Is there a suitable level of match funding and/or volunteer time?			
<b>6. The Environmental Impact section of the application is to be reviewed and the score reflected here.</b>			

POINTS OUT OF 33 .....

Signature:.....  
Chair of Grants Committee

Date: .....

# Annual Grants 2023-24

## Annual Grants

### Annual Grants - SPECIFIC CONDITIONS

1. There will be two categories of Annual Grant:

Small Grants – awards up to £500

Large Grants – awards from £501 to £1000.

2. The total Annual Grants fund available is £18,000.

3. A minimum of 50% of the Annual Grant fund will be awarded as Small Grants.

4. Three rounds of Annual Grant funding have been agreed for the year 2023-24

Round 1: applications must be received by 5p.m. on

**Wednesday 31<sup>st</sup> August 2023**

Round 2: applications must be received by 5p.m. on

**Tuesday 31<sup>st</sup> October 2023**

Round 3: applications must be received by 5p.m. on

**Thursday 29<sup>th</sup> February 2024**

### HOW TO APPLY

1. To download an application form please [click here](#)

2. Applications will be considered by the Grants Sub-Committee. Members will score applications according to the score sheets in Appendix 1c.

## General Grant Conditions

ATTACHMENT 6c)

- i. *The grant can only be used for the purpose stated in the application. Deal Town Council reserves the right to reclaim any grant not being used for the specified project/activity.*
- ii. *Should the organisation disband or the project cease during the grant period Deal Town Council may ask for all or part of the grant to be paid back.*
- iii. *Organisations are responsible for ensuring that they comply with all legal and statutory requirements.*
- iv. *To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion*
- v. *Acknowledgment of the grant received from Deal Town Council is required on documentation, on promotional literature, websites and on social media. The Deal Town Council logo will be supplied on request for this purpose.*
- vi. *Deal Town Council will monitor the use of the grant through the Grant Monitoring Form. No further applications will be accepted if there is an outstanding Grant Monitoring Form.*
- vii. *Organisations must contact Deal Town Council before disposing of any equipment or resources purchased or part purchased with Deal own Council grant within 3 years of receiving a grant.*
- viii. *Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.*

## Specific Grant Conditions

1. There will be two categories of Annual Grant:

Small Grants – awards up to £500

Large Grants – awards from £501 to £1000.

2. The total Annual Grants fund available is £18,000.

3. A minimum of 50% of the Annual Grant fund will be awarded as Small Grants.

4. Three rounds of Annual Grant funding have been agreed for the year 2023-24

Round 1: applications must be received by 5p.m. on

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**Tuesday 31<sup>st</sup> October 2023**

Round 3: applications must be received by 5p.m. on

**Thursday 29<sup>th</sup> February 2024**

Applications will be considered by the Grants Sub-Committee. Members will score applications according to the score sheets in Appendix 1c. The recommendations from the Grants Sub-Committee will then be considered by the Finance and General Purposes Committee for final decision



## DEAL TOWN COUNCIL

## MEMORANDUM

**To:** Councillor T Bond Chairperson of the Finance and General Purposes Committee  
Committee members  
**From:** Mr P Bone – Responsible Finance Officer & Mrs H McAdam – Finance Assistant  
**Date:** 30 June 2023  
**Subject:** Braderie 2023

---

The Braderie has been organised by Deal Town Council for many years. It is a street tabletop fayre that takes place along the High Street from Alfred Square to St Georges Path (next to St Georges Church). The categories for sale are crafts, plants, bric a brac, books, memorabilia, furniture, vintage jewellery, clothing and antiques.

Due to Covid restrictions the Braderie did not take place in 2020 & 2021.

Previously the pitch cost was £40 with discounts to charities to book a pitch which was one half price pitch to the first ten charities that applied. The shops along the route who wanted pitches outside their shopfronts were given one stall for free and a second half price.

In 2022 the Braderie was planned to return. Members agreed to change the discounts given to charities and shops who wanted pitches outside their own shops to only a £10 discount and increased all pitch costs to £50. This resulted in the number of pitches that were booked by August reducing to only 78 confirmed out of the 130 that would normally be sold out by that time.

Unfortunately, the 2022 Braderie had to be cancelled at short notice due to the mourning period following the death of Queen Elizabeth II.

The booking fees were refunded to the stallholders.

In January 2023, members agreed to continue with the charges that were trialed in 2022 and to remove the discounts given to Charities and shops expecting that as now out of Covid, the numbers of stallholders would come back up to the normal level and there would be a very successful Braderie.

Unfortunately, to date this is not being reflected in the bookings taken. Currently only around 40 pitches are confirmed. Usually, bookings would have been much higher at this time and there would have been a waiting list for people wanting a space. The take-up from shops and charities is extremely poor. Some shops have also indicated they feel it is unreasonable for them to pay full price for a pitch and that with the economy as it is they would have appreciated more support.

The Braderie is being advertised on the Council's website and on social media. This is being supported with press releases and a half page advert that has been placed in the Deal Dispatch Magazine.

Officers are very concerned that with the current take-up of stalls it is likely that only half the stalls will be booked for the day. This will look very poor and reflect badly on the Council.

Officers believe that to encourage more bookings reintroducing incentives for shops and charities may help.

Continued over.

## **Recommendations**

- 1) Offer to ALL shopkeepers along the route FREE pitches in front of their shopfronts (max 2 pitches).
- 2) Offer Free pitches to the first ten charities who apply and second pitches at half price.
- 3) Offer Half price pitches to any additional charities beyond the first ten that apply.
- 4) Restrict the size of the Braderie to 100 pitches unless take-up improves considerably when the additional 30 pitches would be released.

## **Decision Required**

Members to consider the above recommendations.

## DEAL TOWN COUNCIL

## MEMORANDUM

**To:** Councillor T Bond Chairperson of the Finance and General Purposes Committee  
Committee members

**From:** Mr P Bone – Responsible Finance Officer

**Date:** 30 June 2023

**Subject:** Town Hall Maintenance - Electrical Controls

**Electrical Control Equipment installed in the Town Hall.**

During the fixed wiring inspection and testing at the Town Hall it has been identified that major works are required as the existing controls no longer meet the legal requirements.

The Town Hall has a main 200Amp 3 Phase control panel and 5 local panels distributed around the building.

These must be upgraded/replaced with new RCBO and Surge Protected Consumer Units. Isolators need to be installed and a number of issues highlighted during the testing need to be rectified.

Having been identified, the corrective actions must to be dealt with as soon as possible.

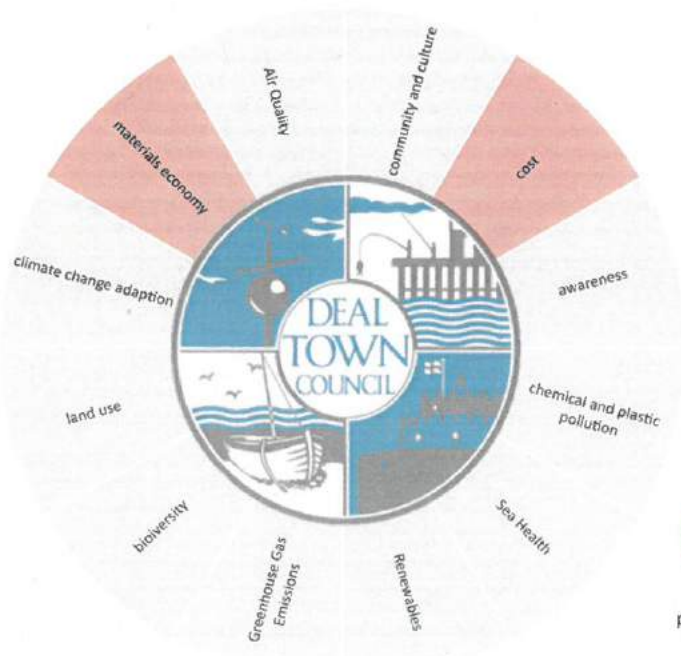
The company who carried out the inspection have quoted £9,600 for the works.

**Recommendation**

- a) To allocate a budget of up to £10,000 from the Town Hall Refurbishment Earmarked Reserve Budget to cover the potential costs.
- b) That the Facilities Manager obtains a minimum of 3 quotations for the corrective works and to delegate authority to the R.F.O. in liaison with the Chairperson of this committee to select the most appropriate company to carry out these urgent works.

**Decision Required**

Members to consider the above recommendations.

**Town Hall Maintenance – Electrical Controls**

long lasting  
positive impact



short term or  
limited  
positive impact



no known  
impact



short term or  
limited  
negative impact



long lasting  
negative impact

## DEAL TOWN COUNCIL

## MEMORANDUM

**To:** Councillor T Bond Chairperson of the Finance and General Purposes Committee  
Committee members

**From:** Mr P Bone – Responsible Finance Officer

**Date:** 30 June 2023

**Subject:** Town Hall Maintenance – Window replacement

**Window to Old Gents Toilet**

One of the first floor windows in the old Gents toilet on the front face of the Town Hall has been boarded up for over 5 years as it had become rotten and unsafe.

The window is one of a pair. The second window does not require replacing.

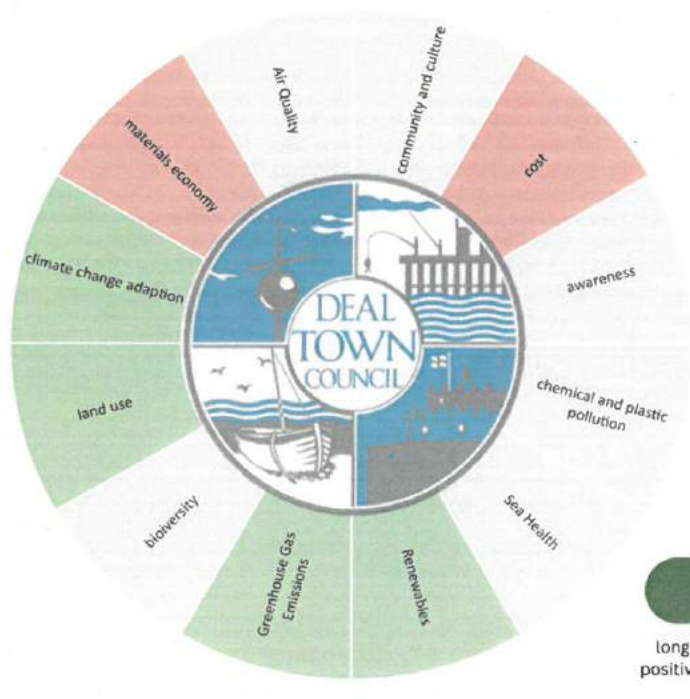
A quotation for just over £3,000 has been obtained for fabricating a matching window and frame.

**Recommendation**

- a) To allocate a budget of up to £3,100 from the Town Hall Refurbishment Earmarked Reserve Budget to cover the potential costs.
- b) To delegate authority to the R.F.O. to obtain additional quotations and select the most appropriate company to carry out these works.

**Decision Required**

Members to consider the above recommendations.



Town Hall Maintenance – Window replacement

long lasting  
positive impact

short term or  
limited  
positive impact

no known  
impact

short term or  
limited  
negative impact

long lasting  
negative impact



## DEAL TOWN COUNCIL

## MEMORANDUM

**To:** Councillor T Bond Chairperson of the Finance and General Purposes Committee  
Committee members  
**From:** Mr P Bone – Responsible Finance Officer  
**Date:** 30 June 2023  
**Subject:** Responsible Finance Officers report.

---

**Women's football tournament 8<sup>th</sup> July 2023 - Delegated Decision**

A budget of £2,000 was set in 2022 for a Women's football tournament to commemorate Arthur Hobbs.

Unfortunately, it was not possible to host the competition last year but the rescheduled competition will take place on 8<sup>th</sup> July this year (before this meeting).

In Mid-June, Officers were contacted by a representative of Deal Town Rangers who are organising the tournament with Deal Town Council. He requested additional funding of £400.

They have referees for the morning session and they'd hoped the referees would stay on for the afternoon but have been told 'no', they need to book two slots – morning and afternoon session. The referees are a requirement for the tournament as set down by the FA. They need 8 referees and they cost £50 a session, so need an additional £400

I recommended to Cllr Bond as the Chairperson of F&GP that as we have already paid out £2,000 for this event, we request that the Town Clerk authorises the additional £400 using her delegated powers and if this request is agreed, it will be reported to the next F&GP meeting as information to note.

I can confirm that the Town Clerk agreed to authorise the additional £400 be paid to Deal Town Rangers for the referees.

**Saturday Market**

On 25th March Environmental Health Officers from DDC carried out an unannounced inspection of all food stalls at the Market.

Following this inspection, they advised me that all the food stalls had some form of hand cleaning facility but many needed improvements. They also advised that they had highlighted to the traders one stall that had a very good portable handwashing device and that they could consider obtaining similar.

The Market Rules state: **Section VI** Sale of Fresh Food – **Claus 4** Handwashing or washing equipment required must be always available at the stall during trading.

As a result of this inspection, the Market Officer will be asked to carry out additional routine inspections of the handwashing facilities on all foods stalls and record any deficiencies.

**Decision Required**

Members to note the report.