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**To all Councillors:** You are hereby summoned to attend a meeting of Full Council at the Town Hall on Tuesday 28 March 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 27 March 2023 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.

*L. Crow*

**Mrs L Crow - Town Clerk**

**Date:** 22/3/2023

### AGENDA

1	<b>Chairman's opening remarks:</b>	Chairman
2	<b>Apologies for absence received:</b>	Town Clerk
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>The minutes of the Full Council meeting held on Tuesday 28 February 2023 for approval:</b> Decision required	Attach. 2
5	<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.	Town Clerk
6	<b>Recommendations from the Finance &amp; General Purposes Committee:</b> a) Town Plan: Decision required b) Improved IT for Councillors: Decision required	Attach. 3 Attach. 4
7	<b>Green Grants recommendation from the Grant Sub Committee:</b> Decision required	Attach. 5
8	<b>Cycle Friendly Deal Project recommendation from the Transport &amp; Infrastructure Committee:</b> Decision required	Attach. 6
9	<b>Review of Procedural Standing Orders recommendation from the Staff Liaison Panel:</b> Decision required	Attach. 7
10	<b>Committee Carbon Emissions Checklist:</b> Decision required	Attach. 8
11	<b>Councillor Allowance request from Cllr Rowbotham:</b> Decision required	Attach. 9
12	<b>List of payments including payments exceeding £500 for approval and signing from the 1 February to 28 January 2023:</b> Decision required	Attach. 10
13	<b>Deal Town Council Committee Minutes:</b> Information to note a) The minutes of the Planning committee meeting held on 06.02.23 b) The minutes of the Transport & Infrastructure meeting held on 06.12.22 c) The minutes for the Finance & General Purposes meeting held on 24.01.23	Attach. 11 Attach. 12 Attach. 13
	<b>Date of next Full Council meeting:</b> Tuesday 18 April 2023	

Declarations of InterestDisclosable 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.

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

The Minutes of the Full Council meeting held at the Town Hall on Tuesday 28<sup>th</sup> January 2023 at 7.15pm.

Present: Cllr C Turner (Chairman) Cllr S Beer (Vice-Chairman)  
 Cllr B Bano Cllr T Grist  
 Cllr T Bond Cllr C Oliver  
 Cllr E Rowbotham Cllr M Eddy  
 Cllr T Thompson Cllr A Friend

Officers: Mr P Bone (Deputy Town Clerk) Other: 4 Members of the public  
 Miss J Harper (Asst. to the Town Clerk)

## MINUTES

1	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone to the meeting and read the fire evacuation procedures.	
2	<b>Apologies for absence:</b> Cllr S Carlyle, Cllr A Farrington, Cllr O Richardson	
3	<b>Declarations of interest:</b> Cllr Friend declared a VAOI for item 14 Warm Welcome Update. Cllr Bano declared a VAOI for item 12 as he is a KCC pensioner.	
4	<b>The minutes of the Full Council meeting held on Tuesday 31 January 2023 for approval:</b> Members RESOLVED: To accept the minutes of the Full Council meeting held on 31 January 2023 as a true and accurate record. (P)AF (S)ME. All Agreed. The Chairman duly signed the minutes.	Chairman
5	<b>Public participation and Statements received:</b> A member of the public spoke to Cllrs on item 7, Report on committees 2023/24. Two written statements from members of the public were read out by the Chairman.	
6	<b>Report from Cllr Bano on Rehabilitation Service in Deal.</b> Cllr Bano declared a VAOI as he has been in contact with stroke victims. Following discussion members RESOLVED: The Chairman of the Council in liaison with Cllr Bano to write to the East Kent Health and Care Partnership and KCC Social Services expressing concern at the situation and asking when the situation will improve. (P)BB (S)AF. All Agreed.	Chairman /Cllr Bano
7	<b>Report from Cllr Beer on Committees 2023/24:</b> Following lengthy discussion Cllr Beer proposed a motion that Deal Town Council disbands the climate committee from May 2023 and that Climate Change becomes the direct responsibility of Full Council, due to the fact that a Climate Change Action Plan and a Climate Change Officer are in place to achieve the council's net zero targets. The motion was seconded by Cllr Turner. 2 For, 8 Against. Motion Failed.	
8	<b>UK Shared Prosperity Fund Update:</b> Following discussion Cllr Eddy proposed to remove additional High Street Planters, seconded by Cllr Grist. 4 For, 6 Against. Motion Failed. Members further RESOLVED: To accept the recommendations and to also include cigarette butt containers to the following list of projects that they would like to recommend to DDC for inclusion within the projects to be carried out in Deal from the UK prosperity fund allocation won by DDC. <ul style="list-style-type: none"> <li>• Water fountain/station in Undercroft £1,000</li> <li>• Smart Bins £18,400</li> <li>• Parklet £10,000</li> <li>• Additional High Street planters £2,400</li> <li>• Manual bollards for High Street closures Est £8,000</li> <li>• Electric supply at the Saturday market £2,000</li> <li>• Solar powered notice board in precinct £5,000</li> <li>• Cigarette Butt Containers</li> </ul> (P)AF (S)ME. All Agreed.	R.F.O.



9	<b>Meeting Schedule 2023-2024:</b> Members RESOLVED: Accept the Deal Town Council draft meeting schedule for 2023-2024 and delegated authority to the Town Clerk in liaison with the Chairman of the Council to amend a meeting date on the schedule if absolutely necessary. (P)BB (S)ME. All Agreed.	R.F.O/ Town Clerk
10	<b>Coronation Report:</b> Following discussion Members RESOLVED: To agree the recommendations from the R.F.O. as listed below and to add a further point to the criteria for applicants to consider use of single use plastics and the DTC commitment to the Environment.  1. The front of the Town Hall and Undercroft are decorated in a similar manner to the recent Platinum Jubilee Celebrations. 2. Deal Town Council offer grants of up-to £100 to be made available to local organisations or groups of residents who are organising commemorative events or street parties in their communities. 3. That the decisions on applications received for this special commemorative grant are delegated to the Town Clerk and R.F.O who will follow the criteria agreed by council (see attached grant form). This will assist with the short deadline for applications and for the Purdah restrictions, and is also the same process that was followed for previous special grants ie the Ukrainian Refugees in Deal. 4. The application window for funding would be 1 <sup>st</sup> March to 24 <sup>th</sup> March with the decisions being made during the last week of March. 5. Successful applicants could be encouraged to invite one of their Ward Cllrs to visit the event. 6. This special Grant Stream to be advertised on the Council's Website, Notice boards, Social Media and circulated to local groups and organisations. 7. A budget of £2,000 is taken from the Projects Reserve Budget which has current balance of:- £26,189 8. To agree the attached grant form and criteria for funding applications (P)SB (S)TT. 9 For, 0 Against, 1 Abstention. Agreed.	R.F.O
11	<b>KCC Community Services Consultation:</b> Following discussion Members RESOLVED: The Chairman to write a letter of objection to the closure of the Blossom Children's Centre similar to that of Walmer Town Council to the consultees with copies to be sent to the Leader of DDC and Cabinet Services. (P)ME (S)CO. All Agreed.	Chairman
12	<b>Pension Funding Strategy Statement Consultation:</b> Following discussion Members RESOLVED: That the Council did not wish to forward any comments on this consultation. (P)SB (S)ME. 9 For, 0 Against, 1 Abstention.	
13	<b>List of Payments:</b> List of payments made between 1 <sup>st</sup> January 2023 to 31 <sup>st</sup> January 2023 including list of individual payments exceeding £500 for approval and signing: Members RESOLVED: To agree the list of payments made between 1 <sup>st</sup> January 2023 to 31 <sup>st</sup> January 2023 including list of individual payments exceeding £500 for approval and signing: (P)AF (S)ME. 9 For, 0 Against, 1 Abstention.	
14	<b>Warm Welcome Update:</b> Members RESOLVED: To note the report. (P)TB (S)TG. 9 For, 0 Against, 1 Abstention.	
15	<b>Deal Town Council Event Update:</b> Members RESOLVED to Note the following updates: a) Women's football Tournament. (P) SB (S)AF. All Agreed. Cllr Thompson left the room. b) International Women's Day. (P)SB (S)AF. 9 For. 0 Against. Agreed.	
16	<b>Mayoral Engagements:</b> Members RESOLVED: To note the list of Mayoral engagements. (P)Af (S)ME. 9 For, 0 Against. Agreed	
17	<b>Deal Town Council Committee Minutes:</b> Members RESOLVED: To note the following minutes (a)The minutes of the Environment Committee meeting held on 14.12.2022 (b)The minutes of the Planning Committee meeting held on 09.01.2023 (P)AF (S)ME. 9 For, 0 Against. Agreed. Cllr Thompson returned to the meeting.	
	The Chairman closed the meeting at 9.00 PM.	



**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr C Turner, Chairman of Deal Town Council  
All Members  
**From:** Mr P Bone, R.F.O.  
**Date:** 22 March 2023  
**Subject:** Town Plan.

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**Town Plan**

At the last meeting of the Finance & General purposes Committee held on 21<sup>st</sup> March, members considered the attached draft Town Plan.

At that meeting members debated the plan and **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.

**Decisions Required:**

Members to consider the above recommendation from the Finance & General Purposes Committee.

**MEMORANDUM**

**To:** Cllr C Turner, Chairman of Deal Town Council  
All Members  
**From:** Mr P Bone, R.F.O.  
**Date:** 22 March 2023  
**Subject:** Improved IT for Councillors

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At the last meeting of the Finance & General purposes Committee held on 21<sup>st</sup> March, members considered the attached report from Nadine Miller - Climate Change & Communications Officer.

At that meeting members RESOLVED: To recommend to full council that new IT equipment is purchased as per **option 3** in time to be set up for the new Council in May with funds coming from the Project Fund.

**Decisions Required:**

Members to consider the above recommendation from the Finance & General Purposes Committee to use funds from the Project Fund to purchase:

**Option 3** (Dell 2 in 1 device)  
Hardware - £22,523.94  
Set-up - £2,250  
Annual software licences - £2,500

**Copy of report from Nadine Miller, Climate Change & Communications Officer as considered by the Finance & General Purposes Committee on 21<sup>st</sup> March 2023**

In January 2023 Full Council agreed the Climate Action timetable 2023-2024 to help meet our ambition of being carbon neutral by 2025.

Action point Paper Management, will see an ongoing review of the Town Hall and all its operations to use less paper and to be as paper-free as is practical. This will include the need to improve IT for Councillors to reduce our reliance for paper and improve data protection.

By providing new equipment for Councillors, together with training, will help us move towards our environmental ambitions, improve communications and bring us further in line with General Data Protection Regulations.

Dover District Council has been moving its work online for a number of years and is now working at approximately 90% paper-free. This has seen an estimated saving of £50,000 a year in printing and postage. They have issued their members with iPads (and laptops during lockdown to those Members who wished one or where accessibility issues have been highlighted) as they are compatible with the Microsoft suite of software - Teams, Outlook etc.

Within Deal Town Council's Paper Management strategy:

**Environment:** All agendas and correspondence will move online. Without the need to print agendas ahead of meetings, we will reduce our paper usage and waste. There is continued research in to the life-cycle and environmental impact of electronics vs paper but within our gift, we can monitor our paper usage and source as sustainable and responsible electronic equipment as is possible. Maintenance throughout the life-span of the equipment, software updates and responsible disposal will help mitigate this.

Equipment with software that allows us to carry out remote and hybrid meetings will reduce the need for Councillors to physically attend meetings, helping to cut down on our travel emissions.

**Communications:** New equipment with fit-for-purpose software will make it easier for Councillors to share information, quickly and securely. Files can be shared online without the need to print and live changes can be made to documents in shared folders.

Personal laptops or desktops should not be used by Councillors for replying to or sending out emails relating to their work with Deal Town Council.

Councillors will need to bring their new laptops/tablets to meetings and this will provide them with the opportunity to familiarize themselves with agendas ahead of meetings.

The ability to have hybrid or remote meetings will also give Councillors greater flexibility to manage their workloads.



**GDPR:** Providing laptops/tablets for each Councillor will increase our General Data Protection Regulation compliance and remove the need to use personal electronic equipment which is against our commitment.

The council follows procedures which aim to ensure that all employees, elected Members, contractors, consultants, partners or other servants or agents of the council have access to any personal data held by or on behalf of the council are fully aware of and abide by their duties under the UK General Data Protection Regulation/Data Protection Act 2018.

The move online for all agendas and correspondence with Councillors and staff is part of the broader paper-free strategy of the council and improved IT is an essential part of this.

### **Recommendation from the Responsible Finance Officer**

Please see attached notes from Deal Town Council's IT support company.

Based upon the reports from the Climate Change & Communications Officer and Deal Town Council's IT support Company, I recommend that the Council purchases new IT equipment as per option 3 in the attached report.

I also recommend that for Public Meetings large mobile screen/screens are placed at the back of the chamber for members of the public to see the agenda.

### **Decision Required.**

Members to consider recommending to full council that new IT equipment is purchased as per **option 3** in time to be set up for the new Council in May with funds coming from either this year's Environment Budget or the Project Fund.

**The following options have been provided by Deal Town Councils IT support company.**

**Option 1) iPad Pros** - although we can supply them and do an initial setup, we don't support Apple products in house, and we don't have any Apple specialist engineers so there may be problems should any issues arise in the future.

**Option 2) Laptops** - The Lenovo model that we provide for many of our customers and is very good for standard business use, the downsides being it is bulkier than a tablet and does not have a touch screen.

**Option 3) Dell 2 in 1 device** – this would be my best recommendation as it has the power of a normal Windows PC with the versatility of being used as a tablet as it has a touchscreen and removable keyboard/trackpad.

Both the Lenovo Laptop and Dell 2 in 1 we can support fully as they are Windows devices.

Also included is our remote management and monitoring tool. This gives us the ability to remote onto devices if issues arise, it also allows us to update applications such as Sophos remotely – you currently have this on your in-office devices, but it does not work on mobile devices hence it not being needed on the android tablets previously.

The labour costs involved with setting up these new devices and enrolling users and includes both pre-configuration time in our Workshop and time on site finalising set ups with users. This estimate is based on having all of the user credentials ready for the workshop as it speeds up the process.

Regarding licensing if you were to go with the iPads you will need to upgrade to Business Premium in order to use Intune which gives us the ability to set rules and conditions to secure the device. If you were to choose one of the Windows options, you would only need to upgrade to Business Standard this is to give you access to the Office 365 Desktop apps and Publisher. Business Basic only allows access to web-based versions of the apps and no longer includes publisher.

**Costs:** based on 17 devices – (15 plus 2 spare)

**Option 1 (iPad Pros)**

Hardware - £21,675.34

Set-up - £2,250

Annual software licences - £2,500

**Option 2 (Laptops)**

Hardware - £16,057.01

Set-up - £2,250

Annual software licences - £2,500

**Option 3 (Dell 2 in 1 device)**

Hardware - £22,523.94

Set-up - £2,250

Annual software licences - £2,500

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Cllr C Turner, Chairman of Deal Town Council  
All Members  
**From:** Mr P Bone, R.F.O.  
**Date:** 20 March 2023  
**Subject:** Green Grants – Recommendation from the Grants Sub-Committee.

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When the Green Grant scheme was setup, Full Council agreed the recommendation from the Environment committee including the criteria and method of scoring application and that recommendations for the payment of Green grants would come from the Grants Sub-committee.

The agreed budget for 2023-23 is £10,000

The applications were split into two groups, those that were for green grants, and those that are green grants for allotments.

**1) Recommendations from the Grants Sub Committee for Green Grants:-**

**Deal With it:-** Amount requested £500 for a project at Deal Station including decking. The Grants Sub-Committee scored the project 24 out of a possible 28 and recommends the payment of the full grant of **£500** P)CO S)AFr All agreed.

**Lets Go Escargot:-** Amount requested £984.61 for a project for a Club & Entertainment to promote healthy living. The Grants Sub-Committee rejected the application as not meeting the criteria and recommends that **no grant** is paid. P)AFr S)CT All agreed.

**Deal Radio Community Group:-** Amount requested £960 for a project to improve the courtyard of the Landmark cafe. The Grants Sub-Committee scored the project 24 out of a possible 28 and recommends the payment of the full grant of **£960** P)CO S)AFr All agreed.

**Kent Museum of the moving image:-** Amount requested £1,000 for a project to provide LED lighting to the basement. The Grants Sub-Committee scored the project 14 out of a possible 28 and recommends the payment of the partial grant of **£500** P)CO S)TG All agreed.

**Deal Parochial C.E.P. School:-** Amount requested £1,000 for a project to provide a green space and sensory garden. The Grants Sub-Committee scored the project 22 out of a possible 28 and recommends the payment of the full grant of **£1,000** with the conditions that they also apply to Walmer Town Council for funding and to use peat free soil only if the project goes ahead. P)AFr S)SC All agreed.

**Evolution Music:-** Amount requested £1,000 for a project including the purchase of Media equipment. The Grants Sub-Committee scored the project 18 out of a possible 28 and recommends the payment of the partial grant of **£500** P)SC S)TG 4 for, 1 against. Agreed.

**Deal Repair Café:-** Amount requested £1,000 for a project including advertising & equipment for the repair café. The Grants Sub-Committee scored the project 22 out of a possible 28 and recommends the payment of the full grant of **£1,000** P)SC S)TG 4 for, 1 against. Agreed.



**The Downs C of E Primary School:-** Amount requested £1,000 for a project to provide planters, seeds, bench, paint equipment & storage for garden area. The Grants Sub-Committee scored the project 21 out of a possible 28 and recommends the payment of the full grant of **£1,000** with the conditions that they also apply to Walmer Town Council for funding and to use peat free soil only if the project goes ahead. P)AFr S)CO All agreed.

**Deal Maritime and Local History Museum:-** Amount requested £980 for a project to provide an environmentally friendly courtyard garden area. The Grants Sub-Committee members scored the project 23 out of a possible 28 and recommends the payment of the full grant of **£1,000** (Recommendation based upon average score from members) All agreed.

## **2) Recommendations from the Grants Sub Committee for Green Allotment Grants:-**

Members agreed to look at the allotment applications on-block and agreed to recommend they are awarded £150 for each water butt being installed.

Four allotment holders requested 1 water butt and two requested 2 water butts. Member recommended to Full Council that a total of £1,200 is awarded to the six allotment holders. P)SC S)CT 4 for, 1 abstention. Agreed.

## **3) Additional Recommendation from the Grants Sub Committee:-**

Member agreed to recommend to Full Council that any balance of the 2022/23 Green Grants Budget is carried forward to 2023/24 P)AFr S)CO All agreed.

The above recommendations total:-

Green Grants:- £5,460

Green Allotment Grants:- £1,200

Balance of Budget £3,340

## **Decisions required.**

Members to consider the above recommendations.

**MEMORANDUM**

**To:** Cllr C Turner, Chairman of Deal Town Council  
All Members  
**From:** Mr P Bone, R.F.O.  
**Date:** 22 March 2023  
**Subject:** **Cycle Friendly Deal Project recommendation from the Transport & Infrastructure Committee**

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At the last meeting of the Transport & Infrastructure Committee held on 15<sup>th</sup> March, members considered a report from the CFD2 Steering group in Pink Papers.

At that meeting members RESOLVED: To agree in principle with the proposal as set out and delegate authority to the R.F.O. working in liaison with the CFD2 Steering Group to continue negotiations to finalise the agreement with proposed partner and bring the financial information from last year and the projected costs for this year to the next meeting of Full Council. To also investigate funding from the KCC Active Travel Grant to pay for the tracker subscriptions.

A copy of the full report together with the recommendation from the R.F.O will be tabled on the night in Pink Papers.

**Decisions Required:**

Members to consider the recommendation from the R.F.O.

**MEMORANDUM**

**TO:** Councillor C Turner, Chair of Deal Town Council and All Members

**FROM:** Staff Liaison Panel

**SUBJECT:** Procedural Standing Orders

**DATE:** 20 March 2023

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I have reviewed the council's Procedural Standing Orders and updated them to reflect the council's practice of working and NALCs update to the Model Standing Orders in 2022. Please see attachment titled Draft Procedural Standing Orders.

The new draft is also using gender neutral terminology, and due to the comments made by councillors in 2019 (when the S/Os were last updated) who stated they would prefer the term 'Chairman' to be changed but not to 'Chair', I have instead replaced this with Chairperson. Please note the NALC model standing orders use the term 'Chair'.

The Staff Liaison Panel have read this new draft and support its recommendation to council.

**Recommendation:** Members to adopt the draft Procedural Standing Orders

**Decision required:** Members to consider the above recommendation.



**MEMORANDUM**

**TO:** Councillor C Turner, Chair of Deal Town Council and All Members

**FROM:** Nadine Miller, Climate Change & Communications Officer

**SUBJECT:** Committee Carbon Emission check list

**DATE:** 15 March 2023

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In January 2023 Full Council agreed the Climate Action timetable 2023-2024 to help meet our ambition of being carbon neutral by 2025.

One of the first actions was to create a Committee Carbon Emission check list. A tool to show the environmental impact of proposals, allowing committees to make recommendations in line with the climate strategy.

Following a consultation with all councillors, Committee Clerk, R.F.O and Town Clerk, detailed below is the proposed Committee Carbon Emission check list to be used in all committees, excluding planning which follows separate guidelines.

It is a guide to show the environmental impact of decisions, illustrating that it has been taken into consideration every step of the way - building best practice to ensure everything is viewed through the prism of climate action.

With thanks to the help of our Events Manager, a separate checklist is being developed for the operational use of the Town Hall to cover projects, meetings, events, weddings and so on and will be on the next Full Council agenda for decision.

**Recommendation:** The Committee Carbon Emission check list (**see table overleaf**) will see officers and councillors, working with the Climate Change Officer, examine 12 categories of impact. The categories are; air quality, materials economy, climate change adaption, land use, biodiversity, Greenhouse Gas Emissions, renewables, sea health, chemical and plastic pollution, awareness, cost to the council and community & culture.

They will be assessed as having; long lasting positive impact, short term or limited positive impact, no known impact, short term or limited negative impact and long-term negative impact. This is designed for discussion and to guide thinking when decisions are considered.

For all recommendations put to council by officers and/or councillors, this checklist will be completed by them. The wheel is for memos that go before Council to give a clear visual guide, showing the impact of our decisions. Training will be given to all staff and all councillors.

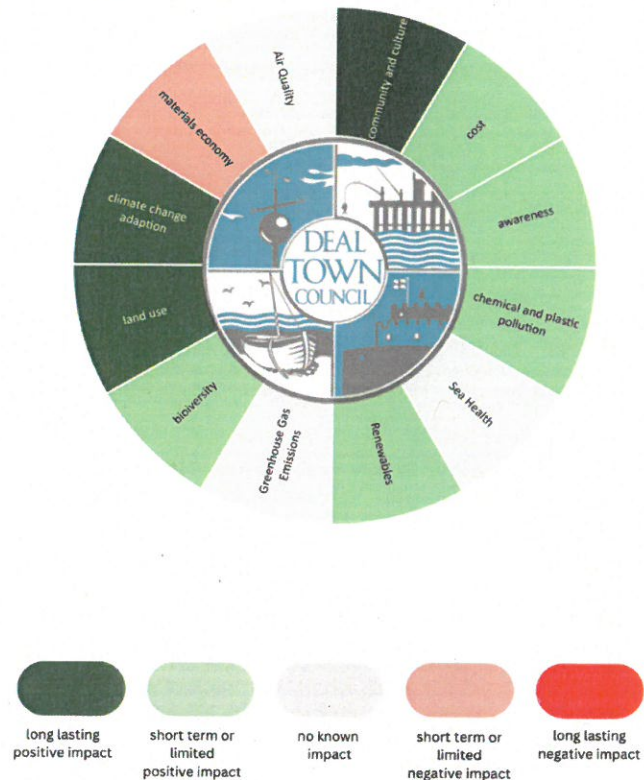
This will apply to proposals for all committees and Full Council.

By adopting this checklist, we are radically changing how we work, prepare agendas and reports, and make decisions at meetings. It will have a significant impact on our workloads, but it is vital if we are to meet our climate action ambitions.

As Climate Officer, I will submit a report to Full Council at regular intervals, summarising the councils decisions. The process will be reviewed in six months and it is anticipated a new section will be created on the website, providing a clear summary of the council's environmental impact, in line with our climate action ambitions.

Here is an example using the Carbon Emission Check List Table to provide water harvesting on our allotments:

	Long lasting positive impact	Short term positive impact	Not known	Short term negative impact	Long term negative impact
Air Quality			√		
Materials economy*				√	
Climate change adaptation	√				
Land use	√				
Biodiversity		√			
Greenhouse gas emissions			√		
Renewables		√			
Sea health			√		
Chemical and plastic pollution		√			
Awareness		√			
Cost to council		√			
Community and culture	√				



15/03/23

**Decision required:** Members to consider the above recommendation.

## MEMORANDUM

**To:** Cllr C Turner, Chairman of Deal Town Council  
All Members

**From:** Paul Bone - Responsible Finance Officer

**Date:** 16<sup>th</sup> March 2023

**Subject:** **Councillor Allowance Request**

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In December 2022 I was contacted by Cllr Rowbotham asking why she had not been paid her Cllr Allowance.

I advised her that when she started this 4-year term, she was sent a form to complete stating if she wanted to receive the Cllr Allowance and to provide bank details. The form was not returned so a reminder email was sent that was also not responded to. For this reason I believed Cllr Rowbotham was not claiming the allowance.

Now that a formal request has been made, I have been able to pay the current year.

Cllr Rowbotham then asked if I could provide a payment to cover for the previous 3 years.

I advised that as this was for previous budget years and no provision had been made, she would need to put in a written request for Council to consider.

The Following request has now been received from Cllr E Rowbotham:

*I would like to apply for the Councillor Allowance for the 3 years dating from 2019 through to 2021.*

*I received payment from you for 2022/23 just before Christmas.*

*I was of the understanding the allowance was paid automatically unless councillors signed to say you wanted to decline payment.*

*Although I was sent reminders I must have overlooked the finer details in the emails due to the loss of vision when I had cataracts in both eyes.*

*I only became aware that I haven't received the allowance on checking my bank statements to check on direct debits and standing orders.*

*If Council would consider this request and pay me retrospectively it would be much appreciated.*

*Kind regards*

*Eileen Rowbotham*

**Decisions Required:**

Members to consider the above request.

**Deal Town Council**  
**Nat West Combined A/C's**

Attachment 10

**List of Payments made between 01/02/2023 and 28/02/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
02/02/2023	NICOLE BALOGH	£ 20.00	REF OF SAT MKT PYMT
03/02/2023	GUILD OF MACE BEARERS	£ 70.00	MACE BEARERS TRAINING
03/02/2023	SSE SWALEC GAS	£ 2,484.15	GAS TOWN HALL
06/02/2023	RG WILLIAMS	£ 165.00	SERVICE OF BOILER TOWN HALL
07/02/2023	VODAFONE BUSINESS	£ 84.70	WORK MOBILE PHONES
09/02/2023	GLOBAL4 TELECOM	£ 184.25	LANDLINE TOWN HALL
13/02/2023	MARC- ONE SECURITY	£ 159.60	SAT MKT STEWARDS
13/02/2023	SATCO GENERAL INCOME	£ 438.00	WARM WELCOME JAN 23
13/02/2023	NORTH DEAL COMMUNITY	£ 432.00	WARM WELCOME JAN 23
13/02/2023	TALK IT OUT	£ 60.00	WARM WELCOME JAN 23
13/02/2023	TRINITY CHURCH DEAL	£ 180.00	WARM WELCOME JAN 23
13/02/2023	ST ANDREWS PCC	£ 96.00	WARM WELCOME JAN 23
13/02/2023	ST GEORGES PAROCHIAL	£ 168.00	WARM WELCOME JAN 23
13/02/2023	UPPER DEAL AND GT	£ 360.00	WARMWELCOME JAN 23
13/02/2023	MARC- ONE SECURITY	£ 159.60	SAT MKT STEWARDS
13/02/2023	VIKING OFFICE DEPOT	£ 201.30	STATIONERY TOWN HALL
14/02/2023	KCS PROFESSIONAL SERVICES	£ 161.44	PHOTO COPIER RENTAL TOWN HALL
15/02/2023	NABMA	£ 384.00	MARKET SUBSCRIPTION 23/24
15/02/2023	WALKER HIGHWAYS	£ 1,320.00	TRAFFIC MANAGEMENT
15/02/2023	NATWEST CHARGES	£ 51.30	NATWEST CHARGES
17/02/2023	CAPITA	£ 15,698.15	STAFF SALARY
17/02/2023	CAPITA	£ 4,445.13	PENSION COSTS STAFF
20/02/2023	SLCC	£ 416.00	MEMBERSHIP FEE
20/02/2023	PLUSNET	£ 48.07	INTERNET TOWN HALL
21/02/2023	WORLDPAY (UK)LIMITED	£ 71.88	CARD MACHENE VIC
22/02/2023	CAPITA	£ 5,358.81	PAYE STAFF
22/02/2023	BUSINESS STREAM SCOTTISH	£ 82.00	WATER GOLF ROAD ALLOTMENTS
23/02/2023	BUSINESS STREAM SCOTTISH	£ 47.14	WATER PARK AVENUE ALLOTMENTS
23/02/2023	SSE SWALEC GAS	£ 1,159.33	GAS TOWN HALL
24/02/2023	BUSINESS STREAM SCOTTISH	£ 42.76	WATER MILL ROAD ALLOTMENTS
27/02/2023	BUSINESS STREAM SCOTTISH	£ 74.07	WATER TOWN HALL
28/02/2023	CHANNEL FM	£ 522.00	MARKET/PREMISES COVER
28/02/2023	SIDEWAYS MEDIA	£ 108.00	LISTING IN A KENTISH CEREMONY
28/02/2023	TOWER DESIGN & PRINT	£ 340.80	SAT MKT FLAGS
28/02/2023	MARC- ONE SECURITY	£ 159.60	SAT MKT STEWARDS
28/02/2023	CHANNEL FM	£ 717.47	TOWN HALL CLEANING
28/02/2023	TOWER DESIGN & PRINT	£ 186.00	BANNERS FOR NO IDLING PROJECT
28/02/2023	ADM COMPUTER SERVICES	£ 846.11	ADM COMPUTER SUPPORT TH
28/02/2023	SPOT ON CLEANING	£ 220.00	TOWN HALL PAVEMENT CLEANING
28/02/2023	SUEZ RECYCLING AND	£ 212.76	WASTE & RECYCLING TH
28/02/2023	SHOGUN VEHICLE LEASING	£ 355.44	OFFICIAL CAR LEASE
28/02/2023	NATWEST CHARGES	£ 65.18	NATWEST CHARGES
		<b>£ 38,356.04</b>	

**Deal Town Council**  
**Nat West Combined A/C's**

**List of Payments over £500 made between 01/02/2023 and 28/02/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
03/02/2023	SSE SWALEC GAS	£ 2,484.15	GAS TOWN HALL
15/02/2023	WALKER HIGHWAYS	£ 1,320.00	TRAFFIC MANAGEMENT
17/02/2023	CAPITA	£ 15,698.15	STAFF SALARY
17/02/2023	CAPITA	£ 4,445.13	PENSION COSTS STAFF
22/02/2023	CAPITA	£ 5,358.81	PAYE STAFF
23/02/2023	SSE SWALEC GAS	£ 1,159.33	GAS TOWN HALL
28/02/2023	CHANNEL FM	£ 522.00	MARKET/PREMISES COVER
28/02/2023	CHANNEL FM	£ 717.47	TOWN HALL CLEANING
28/02/2023	ADM COMPUTER SERVICES	£ 846.11	ADM COMPUTER SUPPORT TH
		<b>£ 32,551.15</b>	



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

Tel: 01304 361999. Email: [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk)

The minutes of the Planning Committee held on Monday 6th February 2023 at the Town Hall at 7.15pm

Present: Cllr A Stroud (Chairman) Cllr T Grist  
Cllr M Eddy Mrs Eyvor Fogarty (FOND)  
Cllr C Turner

Officers: Mrs L Marney (Committee Clerk) Other: 1 member of the public

### MINUTES

1	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone to the meeting and read out the fire evacuation procedures and advised councillors to put their mobile phones on silent.			Chairman
2	<b>Apologies for absence:</b> Cllr S Carlyle and Mr R Green (Deal Society) co-opted member.			Committee Clerk
3	<b>Declarations of interest:</b> None received.			
4	<b>Public Participation and Statements received:</b> A member of the public requested to make a representation on planning application no: 22/01611, 47- 49 High Street, Deal CT14 6EY.			
5	<b>The minutes of the planning committee meeting held on 9<sup>th</sup> January 2023 for approval and signing:</b> Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 9 <sup>th</sup> January 2023 as a true and accurate record. The Chairman duly signed the minutes. (P) ME (S) CT. All Agreed			Chairman
6	<b>Planning applications received:</b>			Committee Clerk
	<b>DDC Ref</b>	<b>Address</b>	<b>Proposal</b>	<b>Deal Town Council Decision</b>
	22/01611	47 - 49 Queen Street Deal CT14 6EY	Change of use and conversion to ground floor flat, alterations to doors and windows, floor level, steps, to basement flat, insertion of a glass screen, formation of 2 no. new entrances. Change of use of no. 49 to office and garage space.	Members RESOLVED: Objection. Due to no information from the Environment Agency regarding the impact of flooding and no assessment has been done on the soil under the site as this was originally a petrol station. (P) ME (S) TG. All Agreed
	22/01685	195 Sandown Road Deal CT14 6NU	Erection of single storey side extension, insertion of 6no. rooflights to facilitate a loft conversion, erection of front porch canopy, removal of dormer on north roof	Members RESOLVED: Objection. Plans submitted show the extension is too close to the boundary wall. (P) CT (S) AS. All Agreed


AS




		slope and alterations to windows.	
22/01659	107 Middle Street Deal CT14 6JW	Partial demolition of chimney stack.	Members RESOLVED: No Objection. (P) AS (S) ME. All Agreed
23/00017	1 Linwood Terrace Mill Road Deal Kent CT14 9AH	Sycamore (T1 and T2) crown reduce by approximately 2 metres; Sycamore (T3) crown reduce by approximately 2-3 metres, all subject of Tree Preservation Order No 9 of 2015.	Members RESOLVED: Objection. Due to lack of information submitted. (P) AS (S) CT. 3 For, 1Abs. Motion carried.
22/01701	74-80 High Street And 67 Middle Street Deal CT14 6EQ	Erection of first and second-floor extensions, installation of new shopfronts, access doors, additional windows, to form 5no. retail units and 17no. residential dwellings.	Members RESOLVED: Objection. Due to internal arrangements being excessively cramped and no evidence of adequate sound proofing between the individual flats. No adequate fire escapes. (P) ME (S) AS. 3 For, 1 Against. Motion carried.
22/01702	74-80 High Street And 67 Middle Street Deal CT14 6EQ	Alterations & extension to form commercial & residential units. Proposed 2nd floor extension. Internal works to incl. demolition of existing walls & partitions, & erection of new to all floors. External works to incl. installation of new shopfronts; insertion of 2no. window to ground floor rear elevation.	Members RESOLVED: Objection. Due to internal arrangements being excessively cramped and no evidence of adequate sound proofing between the individual flats. No adequate fire escapes. (P) ME (S) AS. 3 For, 1 Against. Motion carried.
22/01718	165 Beach Street Deal CT14 6LD	Erection of a single-storey rear extension, replacement railings and waste pipe to rear.	Members RESOLVED: No Objection. (P) CT (S) ME. All Agreed.
22/01719	165 Beach Street Deal CT14 6LD	Erection of a new single-storey rear extension to accommodate a new cloakroom and rear entrance. Installation of damp-proof membrane to Basement, Ground and 1st floors. Erection of partition	Members RESOLVED: No Objection. (P) CT (S) ME. All Agreed.

		walls to 2nd floor to provide dressing room and en suite. Enlargement of existing opening and insertion of window. Replacement of external railings.	
23/00063	Marlborough Road Industrial Estate, Unit 2 Marlborough Road Deal CT14 9LE	Erection of a building for use as storage (existing building to be demolished).	Members RESOLVED: No Objection. (P) ME (S) CT. All Agreed.
23/00037	Rush House Queen Street Deal CT14 6ET	Erection of an outbuilding for use as an office, 1800mm fence/gate to create a garden/amenity space, insertion of French doors to side elevation.	Members RESOLVED: No Objection. (P) AS (S) TG. 3 For, 1 Abs. Motion carried
23/00038	Rush House Queen Street Deal CT14 6ET	Creation of new opening and installation of French doors. Erection of new single storey timber home office building to south of property. New timber boundary fence.	Members RESOLVED: No Objection. (P) AS (S) TG. 3 For, 1 Abs. Motion carried
23/00039	Garages To Centre Of Cavell Square Deal CT14 9HP	Erection of 4 dwellings (existing garages to be demolished).	Members RESOLVED: Objection. Due to lack of information in terms of materials that will be used on roofing and walls, also concerns on lack of green space on plans. (P) TG (S) CT. All Agreed.
22/01721	194 High Street Deal CT14 6BL	Change of use of ground floor from retail to residential. Erection of two storey rear extension and insertion of 1no. rear rooflight (existing two storey extension to be demolished).	Members RESOLVED: No Objection. (P) ME (S) CT. All Agreed.
22/01710	32 Wilson Avenue Deal CT14 9NL	Extension to existing garage to facilitate the conversion to a habitable room.	Members RESOLVED: Objection. Unless a condition is applied for no overnight stays. (P) ME (S) TG. All Agreed.



22/01715	154 Church Path Deal CT14 9TU	<p>Erection of a single storey rear extension, replacement windows, relocation/enlarge roof hatch, insertion of extractor fan to roof, insertion of doors to kitchen with veranda, steps, with side lights, rebuilding of parapet walls and provision of coping stone to front elevation.</p> <p>Enlargement of window to the first floor, steps, replacement door, veranda and terrace to SW elevation, changes to rainwater pipe, replacement gate and frame, re-render of external walls, (existing decking, steps and balustrade to be removed).</p>	<p>Members RESOLVED: No Objection. (P) ME (S) AS. All Agreed.</p>	
22/01716	154 Church Path Deal CT14 9TU	<p>Internal works to incl. insulation to external walls to extension; erection of partitions to form lobby &amp; pantry all to ground floor. External works to incl. replacement of 12no windows; widening of 2no existing openings and insertion of new external doors to ground floor; widening of existing window opening &amp; insertion of new; rebuild of parapet walls and provision of coping stone to front (SE) elevation; erection of single storey addition; reform roof to existing single storey addition &amp; erection of 2no. veranda to side (SW) elevation.</p>	<p>Members RESOLVED: No Objection. (P) ME (S) AS. All Agreed.</p>	

7	<b>Change of date - May Planning Committee Meeting:</b> Following discussion: Members RESOLVED: To accept the recommendation for the May Planning Committee meeting to be held on the Tuesday 2 <sup>nd</sup> May 2023. (P) ME (S) CT. All Agreed	Committee
8	<b>DDC decisions:</b> Members RESOLVED: To note the information. (P) AS (S) ME. All Agreed.	
	<b>The Chairman closed the meeting at 8.10pm.</b>	



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

The Minutes of the Transport & Infrastructure Meeting held on Tuesday 6<sup>th</sup> December 2022 at Deal Town Hall at 7.15pm

Present: Cllr B Bano (Chairman)  
Cllr Mike Eddy

Cllr T Bond

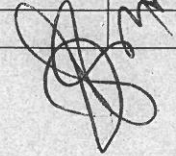
Officers: Mrs L Marney (Committee Clerk)  
Miss J Harper (Assistant to the Town Clerk)

Other: 1 Member of the Public

MINUTES

1	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone to the meeting and read out the fire evacuation procedures.	Chairman
2	<b>Apologies for absence:</b> Cllr O Richardson. Absent: Cllr D Cronk & Cllr E Rowbotham	Committee Clerk
3	<b>Declarations of interest:</b> None received.	
4	<b>Public participation:</b> One member of public attended to speak about an issue that was not on the agenda. The Chairman advised that only matters on the agenda could be discussed.	
5	<b>The minutes of the Transport &amp; Infrastructure Committee meeting held on 11<sup>th</sup> May 2022 for approval and signing:</b> Members RESOLVED: To accept the minutes of the Transport & Infrastructure committee meeting held on 11 <sup>th</sup> May 2022 as a true and accurate record. The Chairman duly signed the minutes. (P) ME (S) TB. All Agreed.	Chairman
6	<b>Deal &amp; Walmer Bus Forum:</b> Following discussion Members RESOLVED: The Chairman in consultation with the Committee Clerk drafts a membership and Terms of Reference document to be sent to members for their comments and to be brought back to a future meeting for recommendation to Full Council. (P) BB (S) TB. All Agreed.	Chairman/ Committee Clerk
	<b>Correspondence Received:</b>	
	<p>1. <b>Public Benches:</b> Cllr T Bond advised that Southern Water are currently finishing the first stage of a 3-year plan in the Telegraph Road Area. Following discussion Members RESOLVED: The Chairman to write to Southern Water to find out about their plans and to ask if they can incorporate a couple of benches in Telegraph Road. Committee Clerk to respond to residents' correspondence to advise of the situation. (P) ME (S) TB. All Agreed.</p>	Chairman/ Committee Clerk
	<p>2. <b>Cyclists in Deal:</b> Following discussion Members RESOLVED: To add the request for signage in front of the Royal Hotel and along Seafront to the Highways Improvement Plan and the Committee Clerk to reply to the resident's correspondence to advise. (P) ME (S) TB. All Agreed.</p>	Chairman/ Committee Clerk
	<p>3. <b>Kerbs &amp; Zebra Crossings:</b> Following discussion Members RESOLVED: The Chairman to write to KCC Highways expressing concern about pedestrians crossing to access the hospital. To add the request to the Highways Improvement Plan and the Committee Clerk to reply to the resident's correspondence to advise. (P) BB (S) ME. All Agreed.</p>	Chairman/ Committee Clerk
	<p>4. <b>Correspondence received from a Deal Resident:</b> Following discussion Members RESOLVED: Committee Clerk to respond to the resident advising that KCC is responsible for the several items she submitted. (P)BB (S)ME. All Agreed.</p>	Chairman/ Committee Clerk

	<b>5. Court Marsh Road – Traffic Calming:</b> Following discussion Members RESOLVED: Committee Clerk to forward correspondence to Steph Wadhams at KCC and ask if the road has been adopted and ask for their views. (P) BB (S) ME. All Agreed.	Committee Clerk
8	<b>Highways Improvement Plan – Traffic Calming:</b> Following discussion Members RESOLVED; <ol style="list-style-type: none"> <li>1. To add the following to the Highways Improvement Plan; Dropped Kerbs and Zebra Crossings in London Road, Signage for cycling on the promenade in front of the Royal Hotel.</li> <li>2. To include the existing top 10 areas on the first HIP application.</li> <li>3. To delegate authority to the Deputy Town Clerk and Committee Clerk to liaise with the EHI team to ensure the HIP application is viable.</li> <li>4. Deputy town Clerk and Committee Clerk to report back to the next Transport &amp; infrastructure meeting with the finalised HIP to be submitted. (P) TB (S) ME. All Agreed.</li> </ol>	Deputy Town Clerk/ Committee Clerk
9	<b>High Street TRO Update:</b> Members RESOLVED: To accept the recommendation that the temporary signage is placed for the Saturday Closures by DTC's approved contractor until the permanent signage is in place from KCC and the cost is charged to the T & I earmarked reserve budget. (P) ME (S) TB. All Agreed.	
10	<b>Deal Station Accessibility Update:</b> Following discussion Members RESOLVED: The Chairman to write to Southeastern to express concern for the length of the time scale of the project. Committee Clerk to request an update every 6 months from southeastern to make sure the scheme is on track and update the committee at the relevant meeting. (P) BB (S) ME. All Agreed.	Chairman Committee Clerk
	<b>The Chairman closed the meeting at 20.18</b>	





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[www.deal.gov.uk](http://www.deal.gov.uk)

The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on  
Tuesday 24<sup>th</sup> January 2023 at 7.15pm

Present: Cllr D Cronk (Chairman)  
Cllr B Bano  
Cllr T Bond  
Cllr T Grist  
Cllr C Turner (Ex office)

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

**MINUTES**

1	<b>Chairman's opening remarks:</b> The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions and to switch phones off or to silent.	Chairman
2	<b>Apologies for absence:</b> Cllr M Eddy, Cllr S Beer, Cllr C Oliver	
3	<b>Declarations of interest:</b> None received	
4	<b>Statements received from members of the public on items relating to the agenda to be circulated at the meeting:</b> None	
5	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 22<sup>nd</sup> November 2022 for approval and signing:</b> Members RESOLVED: To accept the minutes of the Finance & General Purposes meeting held on the 22 <sup>nd</sup> November 2022 as a true and accurate record. (P):TB (S):TG All Agreed.	
6	<b>Finance:</b> Income & Expenditure figures and Full Bank reconciliation up to the 31 <sup>st</sup> December 2022: Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation up to 31 <sup>st</sup> December 2022. (P)BB (S)CT. All Agreed.	
7	<b>Town Hall Card payment terminal contract:</b> Members RESOLVED: To proceed with Company 3 to supply a 4 year contract at £17.99 per month with the first 3 months free and transaction fees of 1.4% for both credit and debit cards. (P)TB (S)TG All agreed.	R.F.O.
8	<b>Public Conveniences Service Level Agreement 2023-2024:</b> Members RESOLVED: To only contribute the budgeted figure of £35,000.00 to DDC and to authorise the Town Clerk to sign the SLA on behalf of Deal Town Council should DDC agree to the lower figure. (P)CT (S)BB 3 for, 1 against and 1 abstention. Agreed.	Town Clerk/ R.F.O.
	<b>Braderie 2023:</b> Following debate Members RESOLVED: 1: Date of Braderie 17 <sup>th</sup> September 2023 2: No change to map or route. 3: 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 within the overall event budget of £2,400.00 and obtaining the three required quotations for each service. 4: To charge a stall price of £50.00 and that all stalls be the same size of 8ft x 8ft. 5: To cease the special prices for charities and shopkeepers' pitches as 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. 6: To provide one food and drink van at Duke Street with tables and chairs at a charge of £200.00 to the trader. 7: To provide a budget up to £300.00 to advertise the Braderie, this to be funded from the Braderie Income. (P)DC (S)TB 4 in for, 1 against. Agreed.	
	Chairman closed the meeting at 7.40pm Date of the next FP & G Committee Meeting: 21 <sup>ST</sup> March 2023	