



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

Tel: 01304 361999, E-mail: deal.town.council@deal.gov.uk

www.deal.gov.uk

To all Committee Members: You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at the Town Hall on **Tuesday 21 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 20th March by email to deal.town.council@deal.gov.uk or post to the above address. These statements will be circulated to all present at the meeting and become part of the public record of the meeting, names will be redacted.

Paul Bone
Responsible Finance Officer

Date: 15 March 2023

AGENDA

1	Chairman's opening remarks:	Chairman
2	Apologies for absence:	
3	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
4	Public Participation and Statements received: For Councillor information: Members of the public may make representations, answer questions and give evidence at the meeting in respect of the business on the agenda. This shall not exceed 15 minutes.	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 24th January 2023 for approval and signing: Decision required.	Attach. 2
6	Finance: Income & Expenditure figures and Full Bank reconciliation to 28 th February 2023 – Information to note.	Attach. 3
7	Saturday Market:- i) Correspondence Received: Saturday Market – Information to note. ii) Market Rules: – Decision Required.	Attach. 4 Attach. 5
8	Annual Grants: - Decisions Required	Attach. 6
9	Chamber of Trade: - Funding request - Decision Required.	Attach. 7
10	Town Plan: - Decisions Required.	Attach. 8
11	Improved IT for Councillors:- Decision Required.	Attach. 9
12	Kent Pension Fund: – Decision Required.	Attach. 10
	Date of next F&GP Committee meeting: 11 th July 2023	

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

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

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The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on Tuesday 24th 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	Chairman's opening remarks: The Chairman welcomed everyone to the meeting and advised of the fire evacuation instructions and to switch phones off or to silent.	Chairman
2	Apologies for absence: Cllr M Eddy, Cllr S Beer, Cllr C Oliver	
3	Declarations of interest: None received	
4	Statements received from members of the public on items relating to the agenda to be circulated at the meeting: None	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 22nd November 2022 for approval and signing: Members RESOLVED: To accept the minutes of the Finance & General Purposes meeting held on the 22 nd November 2022 as a true and accurate record. (P):TB (S):TG All Agreed.	
6	Finance: Income & Expenditure figures and Full Bank reconciliation up to the 31 st December 2022: Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation up to 31 st December 2022 . (P)BB (S)CT. All Agreed.	
7	Town Hall Card payment terminal contract: 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	Public Conveniences Service Level Agreement 2023-2024: 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.
9	Braderie 2023: Following debate Members RESOLVED: 1: Date of Braderie 17 th 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 ST March 2023	

Date: 15/03/2023

Deal Town Council

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Time: 13:34

**Bank Reconciliation Statement as at 28/02/2023
for Cashbook 1 - Nat West Combined A/C's**

User: PAUL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nat West Current A/C	28/02/2023		100.00
Nat West Deposit A/C	28/02/2023		488,283.56
			<u>488,383.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			488,383.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			488,383.56
		Balance per Cash Book is :-	488,383.56
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2023
for Cashbook 2 - Nat West Mayors Charity Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Mayor's Charity A/C	28/02/2023		2,197.56
			<u>2,197.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,197.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,197.56
		Balance per Cash Book is :-	2,197.56
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/03/2023
for Cashbook 3 - Prepaid Card**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
PRE-PAID CARD	28/02/2023		-239.60
			-239.60
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			-239.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			-239.60
		Balance per Cash Book is :-	-239.60
		Difference is :-	0.00

Date: 15/03/2023

Deal Town Council

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Time: 13:35

**Bank Reconciliation Statement as at 28/02/2023
for Cashbook 4 - Town Hall Petty Cash**

User: PAUL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	28/02/2023		175.15
			<u>175.15</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			175.15
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			175.15
		Balance per Cash Book is :-	175.15
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Income								
1076 Precept	0	471,132	475,261	4,129			99.1%	
1080 Bank Interest	350	1,920	100	(1,820)			1919.7%	
General Income :- Income	350	473,051	475,361	2,310			99.5%	0
Net Income	350	473,051	475,361	2,310				
200 Staff Costs								
4000 Salaries Gross	21,057	225,089	266,056	40,967		40,967	84.6%	
4010 Salaries Employers Pension	4,445	40,983	38,000	(2,983)		(2,983)	107.9%	
4020 Salaries Employers NI	0	12,464	21,000	8,536		8,536	59.4%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	78	2,000	1,922		1,922	3.9%	
4075 Staff Uniforms	(45)	(45)	100	145		145	(45.0%)	
4080 HR & HS	0	1,266	1,530	264		264	82.7%	
4085 Payroll Services	0	1,443	0	(1,443)		(1,443)	0.0%	
4090 Staff Recruitment	0	500	750	250		250	66.7%	
Staff Costs :- Indirect Expenditure	25,457	281,777	329,536	47,759	0	47,759	85.5%	0
Net Expenditure	(25,457)	(281,777)	(329,536)	(47,759)				
205 Official Car								
4060 Official Car Lease	296	3,278	3,564	286		286	92.0%	
4065 Official Car Fuel	0	304	300	(4)		(4)	101.5%	
Official Car :- Indirect Expenditure	296	3,583	3,864	281	0	281	92.7%	0
Net Expenditure	(296)	(3,583)	(3,864)	(281)				
210 Civic								
1998 Mayors events income	0	1,198	0	(1,198)			0.0%	
Civic :- Income	0	1,198	0	(1,198)				0
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4065 Official Car Fuel	0	46	0	(46)		(46)	0.0%	
4070 Training	70	70	1,000	930		930	7.0%	
4200 Cllr. Allowances	0	4,500	3,600	(900)		(900)	125.0%	
4210 Hospitality	0	1,917	1,500	(417)		(417)	127.8%	
4220 Robes & Regalia	0	0	50	50		50	0.0%	
4225 Mayoral Travel & Subsistence	0	11	100	89		89	11.4%	
4230 Mayor Expenses	0	0	500	500		500	0.0%	
4235 Deputy Mayor Expenses	0	17	300	283		283	5.5%	

Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 11

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
4240 Mayoress Expenses	0	0	300	300		300	0.0%	
4245 Town Sergeant Expenses	0	290	0	(290)		(290)	0.0%	
4420 Subscriptions	0	10	0	(10)		(10)	0.0%	
Civic :- Indirect Expenditure	70	6,860	7,450	590	0	590	92.1%	0
Net Income over Expenditure	(70)	(5,662)	(7,450)	(1,788)				
220 Administration								
4070 Training	55	932	0	(932)		(932)	0.0%	
4080 HR & HS	0	1,265	1,530	265		265	82.7%	
4300 Mobile Phones	71	868	500	(368)		(368)	173.6%	
4305 Stationery	168	1,729	1,500	(229)		(229)	115.3%	
4310 Postage	0	(100)	300	400		400	(33.3%)	
4315 Bank Charges	118	1,608	1,000	(608)		(608)	160.8%	
4320 General Admin	923	8,693	8,800	107		107	98.8%	3,270
4325 Office Equipment	0	528	500	(28)		(28)	105.7%	
4330 IT Equipment	8	28	4,000	3,972		3,972	0.7%	
4335 IT Support & Website	705	10,121	6,000	(4,121)		(4,121)	168.7%	
4340 Telephone & Broadband	194	2,068	700	(1,368)		(1,368)	295.4%	
4345 Pat Testing	0	0	500	500		500	0.0%	
4355 Premises (Running Costs)	0	10,281	10,000	(281)		(281)	102.8%	
4365 Legal Advice	0	13,151	500	(12,651)		(12,651)	2630.3%	
4370 Election Costs	0	0	6,500	6,500		6,500	0.0%	
4375 Marketing/Communications	90	352	2,000	1,648		1,648	17.6%	
4380 Contingency	0	500	10,000	9,500		9,500	5.0%	
4390 Waste & Recycling	177	3,543	2,000	(1,543)		(1,543)	177.2%	
4405 Annual Planting	0	4,730	6,000	1,270		1,270	78.8%	
4410 Flags	0	906	180	(726)		(726)	503.3%	
4415 Audit Fees	0	(50)	2,300	2,350		2,350	(2.2%)	
4420 Subscriptions	0	1,655	800	(855)		(855)	206.9%	
4425 Town Plan	0	7	0	(7)		(7)	0.0%	
4430 Data Protection Officer	0	0	1,000	1,000		1,000	0.0%	
4435 General Maintenance	138	519	4,000	3,481		3,481	13.0%	14
4500 Repairs & Maintenance	0	0	0	0		0	0.0%	2,275
Administration :- Indirect Expenditure	2,646	63,336	70,610	7,274	0	7,274	89.7%	5,559
Net Expenditure	(2,646)	(63,336)	(70,610)	(7,274)				
6000 plus Transfer from EMR	0	3,284						
Movement to/(from) Gen Reserve	(2,646)	(60,052)						

Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 11

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
250 Grants & Donations								
4470 Annual Grants	0	9,174	10,000	826		826	91.7%	1,000
4480 Christmas Light Fund	0	2,000	2,000	0		0	100.0%	
4485 Food Poverty Fund	1,734	6,786	10,000	3,214		3,214	67.9%	
4490 St Omer Twinning	0	500	500	0		0	100.0%	
Grants & Donations :- Indirect Expenditure	1,734	18,460	22,500	4,040	0	4,040	82.0%	1,000
Net Expenditure	(1,734)	(18,460)	(22,500)	(4,040)				
6000 plus Transfer from EMR	0	1,000						
Movement to/(from) Gen Reserve	(1,734)	(17,460)						
260 Astor Theatre								
4495 Aster Theatre Grant	0	(5,000)	0	5,000		5,000	0.0%	
Astor Theatre :- Indirect Expenditure	0	(5,000)	0	5,000	0	5,000		0
Net Expenditure	0	5,000	0	(5,000)				
300 Town Hall								
1100 Wedding Hire	100	8,530	9,000	470			94.8%	
1105 Chamber Hire	400	2,586	2,000	(586)			129.3%	
1110 Committee Room Hire	45	45	1,000	955			4.5%	
1115 Under Croft Hire	0	225	1,000	775			22.5%	
1120 Police Office Rent	0	2,250	0	(2,250)			0.0%	
Town Hall :- Income	545	13,636	13,000	(636)			104.9%	0
4310 Postage	0	441	0	(441)		(441)	0.0%	
4360 Insurance	0	7,116	8,000	884		884	89.0%	
4400 Advertising	0	165	0	(165)		(165)	0.0%	
4420 Subscriptions	0	749	0	(749)		(749)	0.0%	
4500 Repairs & Maintenance	0	5,486	5,000	(486)		(486)	109.7%	25,126
4505 Under Croft Cleaning	220	970	1,000	30		30	97.0%	
4510 Furniture & Equipment	0	323	1,000	677		677	32.3%	
4520 Boiler Service & Maint.	0	0	500	500		500	0.0%	
4525 Window Cleaning	0	0	1,530	1,530		1,530	0.0%	
4530 Gas	3,036	5,429	2,500	(2,929)		(2,929)	217.1%	
4535 Electricity	0	(284)	6,000	6,284		6,284	(4.7%)	
4540 Water	68	154	250	96		96	61.7%	
4550 TH Events	0	2,005	1,800	(205)		(205)	111.4%	
4720 Licences	0	606	300	(306)		(306)	202.1%	
Town Hall :- Indirect Expenditure	3,324	23,160	27,880	4,720	0	4,720	83.1%	25,126
Net Income over Expenditure	(2,779)	(9,525)	(14,880)	(5,355)				
6000 plus Transfer from EMR	0	1,581						
Movement to/(from) Gen Reserve	(2,779)	(7,943)						

Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 11

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
305 Police Office								
1120 Police Office Rent	6,750	6,750	0	(6,750)			0.0%	
Police Office :- Income	<u>6,750</u>	<u>6,750</u>	<u>0</u>	<u>(6,750)</u>				<u>0</u>
Net Income	<u>6,750</u>	<u>6,750</u>	<u>0</u>	<u>(6,750)</u>				
310 VIC								
1200 VIC Income	0	503	0	(503)			0.0%	
VIC :- Income	<u>0</u>	<u>503</u>	<u>0</u>	<u>(503)</u>				<u>0</u>
4605 Terminal Charges	62	663	750	87		87	88.4%	
VIC :- Indirect Expenditure	<u>62</u>	<u>663</u>	<u>750</u>	<u>87</u>	<u>0</u>	<u>87</u>	<u>88.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(62)</u>	<u>(160)</u>	<u>(750)</u>	<u>(590)</u>				
400 Wed/Fri Market								
1400 Wednesday Market Traders	0	360	2,750	2,390			13.1%	
1405 Friday Market Traders	0	0	2,250	2,250			0.0%	
1412 WEDNESDAY MARKET TRADERS	0	315	0	(315)			0.0%	
Wed/Fri Market :- Income	<u>0</u>	<u>675</u>	<u>5,000</u>	<u>4,325</u>			<u>13.5%</u>	<u>0</u>
4730 Market General Costs	0	0	500	500		500	0.0%	
Wed/Fri Market :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>675</u>	<u>4,500</u>	<u>3,825</u>				
410 Saturday Market								
1410 Market Traders	2,407	30,749	27,000	(3,749)			113.9%	
1411 WBF Payments	0	0	0	(0)			0.0%	
Saturday Market :- Income	<u>2,407</u>	<u>30,749</u>	<u>27,000</u>	<u>(3,749)</u>			<u>113.9%</u>	<u>0</u>
4400 Advertising	284	284	0	(284)		(284)	0.0%	
4420 Subscriptions	384	828	500	(328)		(328)	165.6%	
4715 Profit Share	0	500	2,500	2,000		2,000	20.0%	
4730 Market General Costs	48	4,843	3,000	(1,843)		(1,843)	161.4%	1,250
4735 Market Licence/Rates	0	5,966	1,500	(4,466)		(4,466)	397.8%	
4750 Road Closures	1,100	2,475	0	(2,475)		(2,475)	0.0%	1,000
4760 Market Stewards	399	2,698	0	(2,698)		(2,698)	0.0%	
Saturday Market :- Indirect Expenditure	<u>2,215</u>	<u>17,594</u>	<u>7,500</u>	<u>(10,094)</u>	<u>0</u>	<u>(10,094)</u>	<u>234.6%</u>	<u>2,250</u>
Net Income over Expenditure	<u>192</u>	<u>13,155</u>	<u>19,500</u>	<u>6,345</u>				

Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 11

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
415 Welcome Back Fund								
1411 WBF Payments	0	120	0	(120)			0.0%	
Welcome Back Fund :- Income	0	120	0	(120)				0
Net Income	0	120	0	(120)				
420 Braderie Market								
1415 Braderie stall holders	0	420	4,500	4,080			9.3%	
Braderie Market :- Income	0	420	4,500	4,080			9.3%	0
4705 Road Closure	0	13	700	687		687	1.8%	
4720 Licences	0	0	1,200	1,200		1,200	0.0%	
4725 First Aid	0	0	200	200		200	0.0%	
4730 Market General Costs	0	130	0	(130)		(130)	0.0%	
4740 Toilet Hire	0	0	200	200		200	0.0%	
Braderie Market :- Indirect Expenditure	0	143	2,300	2,157	0	2,157	6.2%	0
Net Income over Expenditure	0	277	2,200	1,923				
500 Public Conveniences								
4800 Public Conveniences	0	39,431	32,000	(7,431)		(7,431)	123.2%	
Public Conveniences :- Indirect Expenditure	0	39,431	32,000	(7,431)	0	(7,431)	123.2%	0
Net Expenditure	0	(39,431)	(32,000)	7,431				
600 Allotments Golf Road								
1500 Allotment Income	0	1,636	2,000	364			81.8%	
Allotments Golf Road :- Income	0	1,636	2,000	364			81.8%	0
4500 Repairs & Maintenance	0	1,788	0	(1,788)		(1,788)	0.0%	
4540 Water	82	877	700	(177)		(177)	125.3%	
Allotments Golf Road :- Indirect Expenditure	82	2,665	700	(1,965)	0	(1,965)	380.6%	0
Net Income over Expenditure	(82)	(1,029)	1,300	2,329				
610 Allotments Park Ave								
1500 Allotment Income	0	1,510	2,000	490			75.5%	
Allotments Park Ave :- Income	0	1,510	2,000	490			75.5%	0
4500 Repairs & Maintenance	0	1,710	0	(1,710)		(1,710)	0.0%	
4501 GEN ALLOTS REPAIRS & MAINT	0	1,707	10,000	8,293		8,293	17.1%	
4540 Water	47	503	700	197		197	71.9%	
Allotments Park Ave :- Indirect Expenditure	47	3,920	10,700	6,780	0	6,780	36.6%	0
Net Income over Expenditure	(47)	(2,410)	(8,700)	(6,290)				

Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 11

Cost Centre Report

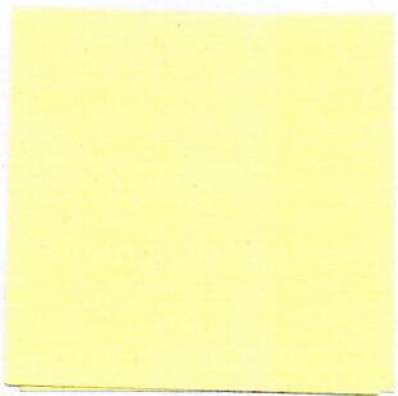
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
620 Allotments Mill Road								
1500 Allotment Income	0	1,291	2,000	709			64.5%	
Allotments Mill Road :- Income	0	1,291	2,000	709			64.5%	0
4500 Repairs & Maintenance	0	2,477	0	(2,477)		(2,477)	0.0%	
4540 Water	43	365	700	335		335	52.2%	
Allotments Mill Road :- Indirect Expenditure	43	2,842	700	(2,142)	0	(2,142)	406.0%	0
Net Income over Expenditure	(43)	(1,551)	1,300	2,851				
700 Town Events								
5005 Town Hall Promotions	0	321	200	(121)		(121)	160.4%	
5010 Heritage Day	0	5	200	195		195	2.5%	
5015 Christmas Events	0	0	200	200		200	0.0%	
5020 Mayoral Ceremonial Event	0	329	200	(129)		(129)	164.4%	
5025 International Woman's Day	0	0	200	200		200	0.0%	
5030 Charter Day	0	207	500	293		293	41.5%	
5035 Holocaust Memorial Day	0	40	200	160		160	20.0%	
Town Events :- Indirect Expenditure	0	902	1,700	798	0	798	53.1%	0
Net Expenditure	0	(902)	(1,700)	(798)				
800 Cycle Friendly								
5510 CFD Event (Oct)	0	119	0	(119)		(119)	0.0%	
5515 Container Hire	0	117	0	(117)		(117)	0.0%	
Cycle Friendly :- Indirect Expenditure	0	236	0	(236)	0	(236)		0
Net Expenditure	0	(236)	0	236				
900 Projects								
4385 Town Signage	0	474	0	(474)		(474)	0.0%	474
4400 Advertising	155	155	0	(155)		(155)	0.0%	
Projects :- Indirect Expenditure	155	629	0	(629)	0	(629)		474
Net Expenditure	(155)	(629)	0	629				
6000 plus Transfer from EMR	0	474						
Movement to/(from) Gen Reserve	(155)	(155)						

Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 11

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	10,052	531,538	530,861	(677)			100.1%	
Expenditure	36,132	461,202	518,690	57,488	0	57,488	88.9%	
Net Income over Expenditure	(26,080)	70,337	12,171	(58,166)				
plus Transfer from EMR	0	6,339						
Movement to/(from) Gen Reserve	(26,080)	76,676						



22 February 2023

Town Clerk
Deal Town Council
Town Hall
High Street
Deal

Dear Lorna

Union Street Car Park and Saturday Market

As you will be aware, I have raised a number of issues regarding Union Road car park and the Saturday Market and I thought it would be helpful to update you on some aspects. I would be grateful if you would place this letter on the agenda of the next appropriate meeting of Deal Town Council.

Disabled parking bays in Union Road car park

I had a very useful meeting with Mr Dean Aldridge and two of his colleagues from Dover District Council, Mr Robert Easton and Mr Keith Watson, regarding the sizes of the bays and the space between the disabled bays. The officers agreed with me that the parking bays were not up to modern size standards and that the disabled bays were inappropriately sized and positioned to comply with the Disability Discrimination Act. They will be drawing plans for a new layout of the car park. Given that the Saturday market plots are based on the number of car parking bays occupied by each stall holder, this will clearly have implications for the layout of the Saturday market and Deal Town Council may like to have an input into the revised layout.

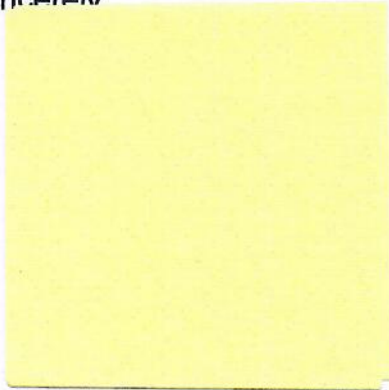
Saturday Market and motor bike usage

Over recent Saturdays a scrambler motor bike has arrived at around 6.00 in the morning though the market is not supposed to start setting up until 6.30 for an 8.00am start of trading. The bike is not fitted with a silencer and is extremely noisy. The rider goes to the container housing the market equipment and opens it up.

Residents in the local streets would appreciate it if the bike could be fitted with a silencer when used in the early hours as the noise is very disturbing and brings the Council's running of the market in to disrepute.

Please let me know when the contents of this letter will be discussed by councillors as I would like to add further details during public participation.

Yours sincerely



**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor David Cronk, Chairman of Finance and General Purposes Committee
Committee members
From: Mr P Bone, R.F.O.
Date: 15 March 2023
Subject: Saturday Market Rules - Update

Following the introduction of the Saturday Market gazebos funded by the Welcome Back Fund, all traders who wish to use them have signed for the use of them on the agreed Gazebo Hire form.

As part of the risk assessment for the Saturday Market it is identified that Deal Town Council Staff do not assist with the erection or dismantling of the gazebo and if many traders wished them to, the time and manpower required to do them all would be prohibitive.

To make this clear, it is recommended that the Gazebo Hire form and Saturday Market rules are updated to tighten up this section. (please see the Gazebo Hire Form attached.)

Clause 5 of the General Market Rules states:

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

Recommendation.

To add the following words to clause 5 above and as point 11 on the attached Gazebo Hire form.

It is the responsibility of the Hirer to erect and dismantle the Gazebo. Deal Town Council Staff are not able to assist.

Decisions required.

Members to consider the above recommendation.

GAZEBO HIRE AGREEMENT

This Gazebo Hire Agreement dated this _____ day of _____ 2023

BETWEEN:

(1) _____ Deal Town Council _____ ("The Owner")

(2) _____ ("The Hirer")

In consideration of the provisions of this Agreement, The Owner makes available the Gazebo to the Hirer.

The Gazebo means (Frame, printed canopy, side panels, brackets, weights and gutters) which has an approximate value of £700

1. The Agreement commences on ____/____/2023 and will continue for the duration that the Hirer is a trader within Deal Saturday Market.
2. The Hirer will use the Gazebo with appropriate care and will comply with all manufacturer's requirements and recommendations respecting the Gazebo.
3. The Hirer will, at the Hirer's own expense, keep the Gazebo in good repair, appearance, and condition whilst in the Hirer's care.
4. If The Gazebo is not in good repair, appearance, and condition when it is returned to The Owner, then The Owner shall be entitled to make the required repairs within a reasonable time of taking possession of The Gazebo and invoice The Hirer for the cost of the Repairs. The Hirer shall be obliged to reimburse The Owner within fourteen days of receipt of The Owner's invoice.
5. The Hirer will be responsible for the risk of loss, theft, damage or destruction of The Gazebo from any or every cause and will immediately inform The Owner of such loss, theft, damage or destruction. It will be the responsibility of The Hirer to compensate The Owner arising from loss theft, damage, or destruction of The Gazebo within fourteen days of receipt of The Owner's invoice.

6. The Gazebo will remain the property of The Owner throughout the period of this Agreement.
7. The Hirer will indemnify The Owner against any and all claims arising out or related to The Hirer's use of The Gazebo.
8. The Owner will be entitled to terminate this Agreement if The Hirer fails to observe and perform any of the provisions of this Agreement and in such circumstances The Hirer shall return The Gazebo immediately to The Owner.
9. The Hirer will return The Gazebo to the Owner no later than 3pm on the market day.
10. In the event that The Hirer fails to return The Gazebo by 3pm of the market day then The Owner will be entitled to invoice The Hirer for the value of The Gazebo and The Hirer will be required to pay the invoice within fourteen days.
- 11. It is the responsibility of the Hirer to erect and dismantle the Gazebo. Deal Town Council Staff are not able to assist.**

IN WITNESS whereof ____ Deal Town Council _____ ("The Owner")

and

_____ ("The Hirer") have affixed their signatures

on this _____ day of _____ 2023

_____ ("The Owner")

_____ ("The Hirer")

DEAL TOWN COUNCIL MEMORANDUM

To: Councillor David Cronk, Chairman of Finance and General Purposes Committee
Committee members
From: Mr P Bone, R.F.O.
Date: 15 March 2023
Subject: Deal & Walmer Chamber of trade: Funding request.

For the final round of grant applications to be considered for the 2022-23 year, the 8 applications were received;

6 Annual Large grant applications totaling: £5,759.96
2 Annual Small grant applications totaling: £826.00

The remaining Annual Grant budget for 2022-23 is: £826
The Annual Grant budget for 2023-24 is: £20,000

The Grants Sub-Committee have reviewed and scored the applications.
Of these one of the Large Grant applications was considered to be more applicable to the Green Grant Scheme and members considered that application along with the Green Grants. (The recommendations for those Grants go directly to the next Full Council meeting as agreed when setting up that grant stream.

When scoring the applications one failed to meet 50% of the available points so failed and under the sub-committee's guidelines and will not be recommended for payment

The remainder were scored as follows:

NAME OF APPLICANT	GRANT TYPE	GRANT REQUESTED	PURPOSE	SCORE Out of 28	RECOMMENDED AWARD
DEAL HOCKEY CLUB	ANNUAL LARGE	£767.00	GOAL KEEPER KITS	22	Full £767
DW & KINGSDOWN AMATEUR ROWING CLUB	ANNUAL LARGE	£998.96	GYM EQUIPMENT	21	Full £998.96
HI KENT	ANNUAL LARGE	£1000.00	OUTREACH PROGRAM	13	NIL
DEAL PRIDE	ANNUAL LARGE	£1000.00	DEAL PRIDE EVENT	21	Full £1,000
SMUGSHOT	ANNUAL LARGE	£994.00	WORKSHOP	21	£434
DEAL SPEAKING UP GROUP	ANNUAL SMALL	£326.00	PRINTING OF A GUIDE	21	Full £326
TINY TURTLES NURSERY	ANNUAL SMALL	£500.00	SHED FOR STORAGE OF TOYS & EQUIPMENT	23	Full £500

Recommendations From the Grants Sub-Committee.

Small Grants

DEAL SPEAKING UP GROUP – To award a Full Grant of £434 towards the cost of printing a guide.

TINY TURTLES NURSERY - To award a Full Grant of £500 towards the cost of a shed for the storage of toys & equipment.

Large Grants

DEAL HOCKEY CLUB - To award a Full Grant of £767 towards the cost of Goalkeeper Kit.

DW & KINGSDOWN AMATEUR ROWING CLUB - To award a Full Grant of £998.96 towards the cost of Gym equipment.

HI KENT – Not to award a grant as the application failed to receive 50% of the available points.

DEAL PRIDE - To award a Full Grant of £1,000 towards the cost of running a Deal Pride event.

SMUGSHOT - To award a Partial Grant of £434 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.

Recommendation from the Responsible Finance Officer.

1) Small Grants

The amount recommended to pay for Small Grants by the Grants Sub-Committee of £826 is paid from the 2022-23 budget.

2) Large Grants

Due to the Council elections and setting up new committees, the next opportunity for the Finance & General Purposes Committee to consider recommendations from the Grants Sub-Committee will not be until July 2023.

With this in mind, and the new budgets coming into force in 2 week's time, I recommend that the Large grants as recommended by the Grants Sub-Committee totaling £3,199.96 are paid from the 2023-24 grants budget during the first week of April 23.

Decisions required.

Members to consider the above recommendations.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor David Cronk, Chairman of Finance and General Purposes Committee
Committee members
From: Mr P Bone, R.F.O.
Date: 15 March 2023
Subject: Deal & Walmer Chamber of trade: Funding request.

Please find below a request received from the Chamber of Trade.

The amount they have requested falls well outside of the Coronation Grant Scheme that DTC is currently running.

Hello Paul

For the Kings coronation the committee have asked me to offer our team to put up the bunting throughout the High Street as we did for the Queens Jubilee but this year it will be more UV resistant

Cost for the bunting. - We were looking for £700 from yourselves which would include 800meters of bunting plus fixings. a 'life-size' cardboard King Charles for photos and a prize for the best dressed Coronation window (the Mayor could judge this if you like).

Please let me know if the funding is possible as soon as you can so that I can get buying the items before they go up in price.

Kind regards

Recommendation.

Members to consider the request from the Deal & Walmer Chamber of Trade

Decision required.

Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor David Cronk, Chairman of Finance and General Purposes Committee
Committee members
From: Paul Bone – Responsible Finance Officer
Date: 15 November 2023
Subject: Town Plan: Final Draft

Town Plan

At the October meeting of this committee members RESOLVED: To agree the recommendation that a further survey aimed at the under 50's should be carried out with a stall in the High Street or in the market, this should be completed by the end of December with an action plan and a format of the final report by the end of February 2023.

The additional survey was carried out and the results were added to the draft Town Plan for discussion by the Town Plan Steering group early in March. The comments from the steering group have all been considered when producing the Final Draft (Copy Attached).

Recommendations:

- Members to review and consider the attached final draft of the Town Plan and Action plan.
- Members to agree and recommend the Final Draft of the Town Plan and Action plan to Full Councillor for adoption.

Decisions Required:

Members to consider the above recommendations.

MEMORANDUM

To: Councillor David Cronk, Chairman of Finance and General Purposes Committee
Committee members

From: Nadine Miller, Climate Change & Communications Officer

Date: 15 March 2023

Subject: Improved IT for Councillors

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: Councillor David Cronk, Chairman of Finance and General Purposes Committee
Committee members
From: Mr P Bone, R.F.O.
Date: 2 March 2023
Subject: Kent Pension Fund

Please find attached a copy of the valuation report for the Deal Town Council section of the fund.

You will note from the date of this report that it was submitted to the Council after the 2023/24 budgets had been agreed.

You will note from the report that the contribution that Deal Town Council will be required to make on behalf of both current and past employees will need to rise by 4.5%.

As this additional amount does not relate to the 2023/24 period, I recommend that the unused balance of the 2022/23 salaries budget is carried forward to 2023/24 to cover this historic shortfall.

Due to the time lag in assessing the future requirements of staff following the resignation of two members during the late summer/autumn of last years and securing new members of staff under the new recruitments currently being advertised/filled, a surplus has bilt in the current budget that should be sufficient to cover this increase.

Recommendation

Members 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.

Decision required

Members to consider the above recommendation.



BARNETT
WADDINGHAM
beyond the expected

253 (70284) Deal Town Council
31 March 2022 valuation
employer results schedule

Kent Pension Fund

Barnett Waddingham LLP

23 December 2022



Introduction

This schedule is provided to Kent County Council as administering authority to Kent Pension Fund (the Fund). It has been generated from our online employer results modelling tool **Illuminate Me**. It may be shared with (70284) Deal Town Council (the Employer) but it does not constitute advice to them. The Fund is part of the Local Government Pension Scheme (LGPS).

The purpose of this document is to provide a summary of the preliminary results of the actuarial valuation as at 31 March 2022 in relation to the Employer's individual funding position. A full valuation report will follow by 31 March 2023, which will provide details of the valuation method, assumptions and results of the valuation.

The purpose of the valuation is to review the financial position of the Fund and to set appropriate contribution rates for each employer in the Fund for the period from 1 April 2023 to 31 March 2026 as required under Regulation 62 of the Local Government Pension Scheme Regulations 2013 (the Regulations) as amended. These contributions rates will be based on each employer's own membership/funding unless the employer participates in a pool, in which case the funding position of the pool will be considered.

McCloud judgment

At the time of writing, the amending regulations to address the remedy to LGPS benefits under the McCloud judgment have not been made. However, guidance for the 2022 valuations has been provided by the Department for Levelling Up, Housing & Communities (DLUHC). Using this guidance, the liabilities calculated for each employer include an allowance for the McCloud remedy. Please note that this allowance will change from year to year as the impact on members will change from year to year. For more information, please contact the administering authority.

Compliance statement

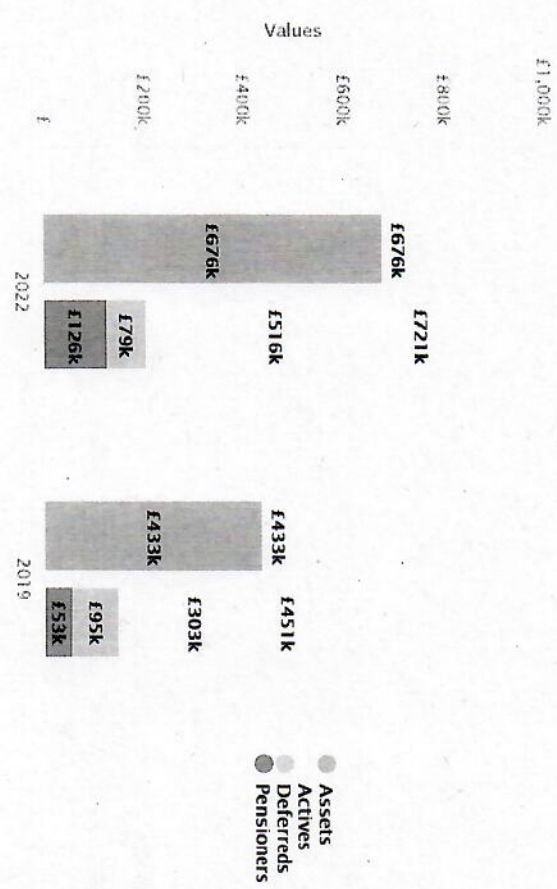
This schedule is subject to and complies with Technical Actuarial Standard 100: Principles for Technical Actuarial Work (TAS 100) as a component communication of the 2022 valuation. This schedule does not constitute advice to the Employer.

Employer results

Funding position

Each participating employer, or group of similar employers, will likely have differing results to the Fund as a whole depending upon their own profile of membership within the Fund, and how this has changed in the inter-valuation period.

Using the proposed assumptions, the preliminary results as at 31 March 2022 for (70284) Deal Town Council are set out in the chart below. We have included the funding position at 31 March 2019 for comparison.



The Employer has a funding deficit of £44.7k at 31 March 2022, relating to a funding level of 93.8%, compared to a funding deficit of £17.3k at 31 March 2019, relating to a funding level of 96.2%.

We have estimated that the increase in liabilities as a result of the McCloud remedy is £10.2k. Please note that this figure will differ from year to year as member's benefits change.

Contribution rates

The total contribution rates payable by employers consists of two elements, the primary rate and the secondary rate. The primary rate covers the cost of benefit accrual and the secondary rate is the adjustment required to reach the total rate payable (for example, to recover a funding deficit identified).

The proposed minimum contribution rates for the three year period from 1 April 2023 to 31 March 2026 are detailed below. These contribution rates have been provided to the administering authority and reviewed via *Illuminate Me*. The Employer may pay further amounts at any time.

Contribution rate results		Previously certified		Provisionally certified	
Year ending		31 March 2023	31 March 2024	31 March 2025	31 March 2026
Total contributions		21.9%	26.4%	26.4%	26.4%
Consisting of:					
Primary rate (of pay p.a.)		21.9%	24.0%	24.0%	24.0%
Secondary rate (% of pay plus £ p.a.)		-	2.4%	2.4%	2.4%
Contribution rate analysis					
Estimated annual pay		£199k	£207k	£215k	£223k
Estimated Total contributions		£43.6k	£54.6k	£56.7k	£58.9k
Increase (in absolute terms)		-	25.2%	3.9%	3.9%

Assumptions

These rates have been calculated using the following assumptions:

- The employer is open to new members.
- The deficit is assumed to be repaid over a period of 11 years.
- Monetary contributions are assumed to be paid monthly.
- Secondary contributions are assumed to increase in line with salaries.

Minimum-risk cessation information

If the Employer was to exit the Fund, with no further support for their remaining Fund liabilities on exit, we would establish the funding position on a "minimum-risk" basis. This is similar to adopting a basis that would be used to secure the liabilities from an insurance company. In practice there is no scope for the liabilities to be bought out via such an arrangement but it represents one measure of the cost of funding the liabilities while minimising the risk of further costs having to be met by other employers in the future. In particular, an appropriate approach to determine the liabilities on a minimum-risk basis would be to use gilt yields as the discount rate. At 31 March 2022, the minimum-risk discount rate is 1.72% p.a. and the CPI inflation assumption is 3.02% p.a.

On this basis, the Employer has a deficit of £578k at 31 March 2022. Note if the employer was to exit the Fund, a full cessation valuation at the exit date would be required which would set out any payment to be made on exit.

Please note that the administering authority should have a separate policy on deferred debt agreements and debt spreading agreements for exiting employers. Please get in touch with the administering authority for more information.

Next steps

The administering authority is happy to discuss the proposed rates with the Employer. The agreed contributions payable by the Employer will be set out in the Rates and Adjustments Certificate issued alongside the actuarial valuation report by 31 March 2023.

Appendix 1 Information and methods

Membership data

The membership data provided for the Employer is summarised below and this is what the results are based on. The Employer should let the Fund know if this does not look in line with their expectations of the existing membership profile.

31 March 2022				31 March 2019		
	Current Number	Salary/Pension	Average Age*	Current Number	Salary/Pension	Average Age*
Active	9	£199k	55.0	11	£172k	49.3
Deferred (Inc. Undecided)	5	£5k	48.6	3	£6k	53.3
Pensioner and Dependant	4	£7k	68.4	3	£3k	68.5

* Average ages at 31 March 2022 have been weighted by salary for active members and pension amount for deferred and pensioner members. Average ages at 31 March 2019 are unweighted.

Valuation of liabilities

Using the valuation assumptions shown below, we estimate the future cashflows which will be made to and from the Fund throughout the future lifetime of existing active members, deferred pensioner members, pensioners and their dependants. We use these to calculate the amount of money which if invested now, would be sufficient together with the assumed growth in the assets to make those payments in future. This amount is called the present value of members' benefits and separate calculations are made in respect of service up to the valuation date (past service), and for service after (future service).

We compare the value of existing assets with the value of past service benefits (allowing for future salary and pension increases). If there is an excess of assets over accrued liabilities then there is a surplus, otherwise, there is a deficit.

To calculate contribution rates we first calculate the value of future benefits. If an employer is open to new members, we will usually consider the value of benefits accruing in the first year. If an employer is closed to new members, then we will usually consider a longer term, for example, the value of benefits accruing in the remaining working lifetime of the members. The value of these benefits is then expressed as a percentage of payroll over the same period, having first deducted the projected contributions to be paid by the members.

If there is a deficit, additional contributions are required to be paid by employers over an agreed period, either as a percentage of payroll, or as monetary amounts.

Assets

Assets are calculated as a six-month smoothed market value straddling the valuation date. The purpose of smoothing the asset value is to help stabilise employer contributions and it means that contribution rates are not singularly dependent on the market value of assets and market conditions on one particular day.

Assets are not separately held for each employer. The Fund holds assets in respect of all of the employers in the Fund and each employer has a notional share of these assets. Each employer's own notional share is fully re-apportioned at the actuarial valuation by accumulating the assets from the previous valuation with respect to the Fund's investment return achieved over the period, and with allowance for cashflows paid in respect of the Employer and any other experience.

Appendix 2 Summary of the Fund results

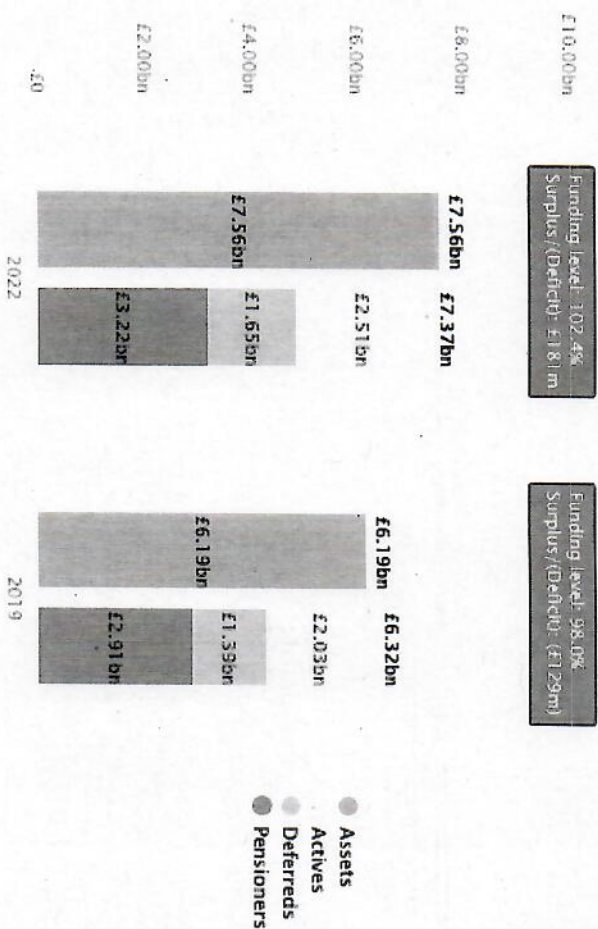
Assumptions

In summary, we have adopted the following key assumptions at 31 March 2022 (with comparison to those adopted at the previous funding valuation).

Key assumptions	31 March 2022		31 March 2019	
	Discount rate	4.5%p.a	4.7%p.a	
CPI inflation		2.9%p.a	2.6%p.a	
Salary increases		3.9%p.a	3.6%p.a	
Post-retirement mortality				
	Member base table	Male / Female		Male / Female
	Mortality multiplier	S3 tables		S3 tables
	Projection model	110% / 110%		110% / 115%
	Long-term rate of improvement	CML 2021		CML 2018
	Smoothing parameter	1.25%		1.25%
	Initial addition to improvements	7.0		7.5
	2020 and 2021 weight parameter	0.0%		0.5%
		5%		n/a

Past service funding position (whole Fund)

Using these assumptions, the chart below sets out the preliminary valuation results for the Fund as a whole as at 31 March 2022 (with comparison to the whole fund results at 31 March 2019):



Comments on Fund results

We have the following comments on the Fund results:

- Changes in market conditions has increased the Fund deficit by approximately £100m
- Payment of secondary contributions has decreased the Fund deficit by approximately £30m
- Higher inflation than assumed has increased the deficit by approximately £40m
- Lower salary increases than assumed has decreased the deficit by approximately £10m
- The increase in Fund liability on the ongoing basis due to allowing for the McCloud ruling is £49m