



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

To all Councillors: You are hereby summoned to attend a meeting of Full Council at the Town Hall on Tuesday 28 November 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 November 2023 by email to deal.town.council@deal.gov.uk or post to the above address. These statements will be circulated to all councillors present at the meeting and become part of the public record of the meeting, names will be redacted.

Mrs. L Crow - Town Clerk

Date: 21 November 2023

AGENDA

1	Chairperson's opening remarks:	Chairperson
2	Apologies for absence received:	Town Clerk
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	The minutes of the Full Council meeting held on Tuesday 31 October 2023 for approval and signing: Decision required.	Attach. 2
5	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.	Town Clerk
6	List of payments including payments exceeding £500 for approval and signing from the 1 October to 31 October 23: Decision required.	Attach. 3
7	Conclusion of Audit: Decision required.	Attach. 4
8	Re-appointment of Independent Internal Auditor: Decision required.	Attach. 5
9	Review of the Annual Risk Management Schedule: Decision required.	Attach. 6
10	Holocaust Memorial Day Commemoration 2024: Decisions required.	Attach. 7
11	Deal Warm Welcome Update Christmas week opening hours: Information to note.	Attach. 8
12	Deal Town Council Committee Minutes: Information to note. (a) The minutes of the Planning committee meeting held on 04.09.23 (b) The minutes of the Transport & Infrastructure meeting held on 13.09.23 (c) The minutes of the Finance & General Purposes meeting held on 19.09.23	Attach. 9
	Date of next Full Council meeting: Tuesday 30 January 2024	

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.

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 31 October 2023 at 7.15pm

Present	Cllr O Richardson (Chairperson) Cllr B Bano Cllr S Beer Cllr T Bond Cllr S Brookfield Cllr L Craggs Cllr M Eddy	Cllr A Friend (Vice Chairperson) Cllr P Findley Cllr P Jull Cllr D Parks Cllr M Walters
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Officers:	Mrs. L Crow (Town Clerk) Mr P Bone (Responsible Finance Officer)	Others: 4 members of public
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Minutes

1	<p>Chairperson's opening remarks: Cllr Richardson welcomed all to the meeting and advised of the safety fire evacuation instructions, he asked all present to turn their mobiles off or to silent.</p> <p>He stated that his Civic life has been interesting, and updated members on the following events he had attended as Mayor, Cinque Ports Speaker's Day, Charter Day, and the Thanksgiving Service at the Sisters of our Lady of the Mission. He advised that he had written a letter of gratitude on behalf of the council and given this to the Sisters as they are now leaving Deal, this action had been authorised by the Town Clerk under her delegated authority.</p> <p>Cllr Richardson also asked all members to vote for Deal in the Britain's Best Market NABMA survey and stated that he was looking forward to seeing members at the Remembrance weekend commemorations.</p>	
2	<p>Apologies for absence received: Cllr D Cronk and Cllr M Cronk due to work commitments. Cllr S Cullen due to an unforeseen urgent commitment.</p>	
3	<p>Declarations of interest: Cllr A Friend declared a VAOI for agenda item 10 as he is a member of the Friends of Deal Hospital Committee and agenda item 8 as he is a trustee of the Talk it Out support group. Cllr T Bond declared a VAOI for agenda item 10 as he is part of the Deal Blood and Health Action Team. Cllr B Bano declared a VAOI for agenda item 9 as he runs a support group for asylum seekers.</p>	
4	<p>The minutes of the Full Council meeting held on Tuesday 26 September for approval and signing: Members RESOLVED: To accept the minutes of the Full Council meeting held on 26 September 2023 as a true and accurate record.</p> <p>(P) Cllr A Friend (S) Cllr M Eddy Agreed, 1 abstention. Motion carried.</p> <p>The Chairperson duly signed the minutes.</p>	
5	<p>Public Participation and Statements received: No statements or comments were received.</p>	

6	<p>List of payments including payments exceeding £500 for approval and signing from the 1 August to 30 September 2023:</p> <p>Members RESOLVED: To note the report. (P) Cllr A Friend (S) Cllr M Eddy All agreed. Motion carried.</p>	
7	<p>Recommendation from the Environment Committee for Declaration of Ecological Emergency: Members RESOLVED: To declare an ecological emergency and agree to the Environment Committee implementing actions on local nature protection and recovery, including community engagement and partnership working.</p> <p>The Chairperson of the Council writes to the Leader of Dover District Council urging the district council to declare an ecological emergency.</p> <p>(P) Cllr P Findley (S) Cllr M Eddy 10 for, 2 against, Motion carried</p>	<p>Climate Officer/ Committee Clerk</p> <p>Chairperson</p>
8	<p>Deal Warm Welcome 2023/24: Members RESOLVED. To approve direct funding from the Warm Spaces budget of £1000 to Deal Foodbank and £1000 to United families.</p> <p>(P) Cllr B Bano (S) Cllr M Eddy 11 for 1 abstained. Motion carried.</p>	R.F.O
9	<p>Report on Deal Town of Sanctuary Strategy & Action Plan: Members RESOLVED: To adopt the updated draft Deal Town of Sanctuary Strategy and Action Plan.</p> <p>(P) Cllr B Bano (S) Cllr M Eddy 9 for, 2 abstained, 1 against. Motion carried.</p>	Comms Off/Town Clerk/ R.F.O
10	<p>Request from Deal Speaking Up Group re Phlebotomy Unit – Deal Victoria Hospital: Members RESOLVED: The Chairperson of the Council writes to I.C.B, East Kent Community Trust, and East Kent Hospital Trust to seek clarification on the current temporary reinstatement of the provision of blood tests at Deal Victoria Hospital.</p> <p>(P) Cllr T Bond (S) Cllr L Craggs All agreed. Motion carried.</p>	Chairperson
11	<p>Correspondence Update: Members RESOLVED: To note the report.</p> <p>(P) Cllr P Jull (S) Cllr T Bond All agreed. Motion carried.</p>	
12	<p>Deal Town Council Committee Minutes: Cllr Bano left the meeting</p> <p>Members RESOLVED: To note the minutes of the Environment Committee meeting held on 16.08.23.</p> <p>(P) Cllr A Friend (S) Cllr M Eddy All agreed. Motion carried.</p> <p>Cllr Bano returned to the meeting.</p> <p>The Chairperson closed the meeting at 8.28pm</p>	

Deal Town Council - Nat West Combined A/C's
List of Payments made between 01/10/2023 and 31/10/2023

Date Paid	Payee Name	Transaction Detail	Amount Paid
02/10/2023	SCREWFIX ACCOUNT	MAINTENANCE MATERIAL T/H	£ 371.23
03/10/2023	DEAL MARITIME & LOCAL	GRANT 2023	£ 1,000.00
06/10/2023	VODAFONE BUSINESS	MOBILE PHONES	£ 96.91
09/10/2023	ROYAL MAIL	FREEPOST LICENCE	£ 384.00
09/10/2023	CONF. CINQUE PORTS	SUBS FOR 23/24	£ 367.50
09/10/2023	CONEXIA LTD	PAYROLL SERVICES	£ 584.03
09/10/2023	MI HUB ALEXANDRA	STAFF UNIFORMS	£ 185.81
09/10/2023	RG WILLIAMS	REPAIR OF MIXING VALVE IN TH	£ 75.00
09/10/2023	TOTAL SUPPLIES	BLUE ROLL FOR TOWN HALL	£ 27.80
09/10/2023	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,650.00
09/10/2023	WALKER HIGHWAYS	ROAD CLOSURES BRADERIE	£ 576.00
10/10/2023	GLOBAL4 TELECOM	LANDLINE TOWN HALL	£ 183.48
10/10/2023	VIKING OFFICE DEPOT	STATIONERY TOWN HALL	£ 417.35
11/10/2023	CINQUE PORTS CONST.	FINGER POSTS	£ 5,220.00
11/10/2023	ST JOHN AMBULANCE	FIRST AID COVER BRADERIE	£ 681.12
11/10/2023	VIC YOUNG LTD	DEPOSIT OFFICIAL CAR	£ 1,152.00
12/10/2023	RIALTAS BUSINESS SOLU	support & maintenance licence	£ 68.33
12/10/2023	RYAN ROGERS GARDEN	ALLOTS MAINT PA	£ 176.33
12/10/2023	RYAN ROGERS GARDEN	ALLOTS MAINT MR	£ 176.33
12/10/2023	RYAN ROGERS GARDEN	ALLOTS MAINT GR	£ 175.34
12/10/2023	VIC YOUNG LTD	OFFICIAL CAR LEASE X 3m	£ 1,172.95
13/10/2023	DOVER DISTRICT COUN.	PREMISES LICENCE TOWN HALL	£ 180.00
13/10/2023	TOTAL SUPPLIES	CLEANING MATERIALS	£ 86.74
16/10/2023	SSE	ELECTRIC TOWN HALL	£ 541.53
16/10/2023	BUSINESS STREAM	WATER MILL ROAD ALLOTS	£ 193.91
16/10/2023	NATWEST CHARGES	NATWEST CHARGES	£ 35.75
18/10/2023	HYTHE TOWN COUNCIL	BARN DANCE MAYOR	£ 20.00
18/10/2023	BUMBOO	TOILET ROLLS	£ 41.80
18/10/2023	PLUSNET	BROADBAND TOWN HALL	£ 48.07
18/10/2023	PENSION BACS	PENSION BACS	£ 7,087.98
19/10/2023	WORLDPAY (UK)LIMITED	CARD MACHINE VIC	£ 54.05
19/10/2023	DOVER DISTRICT COUN.	BUS RATES OCT 23	£ 1,119.00
19/10/2023	DEAL TC BACS	DEAL TC BACS SALARIES	£ 19,273.04
20/10/2023	PAYE DEAL TC BACS	PAYE DEAL TC BACS	£ 5,688.26
23/10/2023	SSE	GAS TOWN HALL	£ 155.90
24/10/2023	SURF AND TURF INSTANT	GAZEBO PARTS SAT MKT	£ 25.00
24/10/2023	STALLHOLDER	REF OF MKT PYMTS	£ 40.00
24/10/2023	LONDON CONTAINERS	RETURN OF EBIKE CONTAINER	£ 180.00
24/10/2023	AMAZON	DISPLAY BOARDS	£ 231.00
24/10/2023	ADM COMPUTER SERV.	IT SUPPORT	£ 821.70
24/10/2023	DOVER DISTRICT COUN.	PARISH COUNCIL ELECTIONS	£ 13,996.59
24/10/2023	MACHINE MART	SHELVING FOR SAT MKT CONT.	£ 479.00
24/10/2023	HILARYS	DEP FOR OFFICE BLINDS	£ 276.00
25/10/2023	ROBERT TAPSFIELD	ORGANIST FEE CHARTER DAY	£ 50.00
25/10/2023	ST GEORGES PAROCHIAL	REFRESHMENTS CHARTER DAY	£ 50.00
25/10/2023	LYDD TOWN COUNCIL	GHURKA CONCERT	£ 40.00

25/10/2023	STAFF	CAR PARKING OFFICIAL CAR	£	5.50
25/10/2023	DHF PRODUCTS	ROAD SIGN	£	687.84
26/10/2023	RBL	POPPY WREATHS	£	220.00
30/10/2023	STAFF	CAR PARKING PLANNING VISIT	£	5.00
30/10/2023	RG WILLIAMS	WC REPAIR TOWN HALL	£	73.19
30/10/2023	MI HUB ALEXANDRA	STAFF UNIFORM	£	114.54
30/10/2023	MI HUB ALEXANDRA	STAFF UNIFORMS	£	71.27
30/10/2023	MAZARS LLP	LIMITED ASSURANCE REVIEW	£	1,638.00
31/10/2023	RYAN ROGERS GARDEN	TREE WORK PARK AVE ALLOTS	£	540.00
31/10/2023	ARCHERS LOW NURSERY	MAINTENANCE PLANTERS	£	2,950.52
31/10/2023	BANK CHARGES	BANK CHARGES	£	69.39
31/10/2023	SUEZ RECYCLING AND	WASTE & RECYCLING T/H	£	213.37
31/10/2023	SSE	ELECTRIC TOWN HALL	£	1,400.64
			£	73,446.09

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

List of Payments over £500 made between 01/10/2023 and 31/10/2023

Date Paid	Payee Name	Transaction Detail	Amount Paid
03/10/2023	DEAL MARITIME & LOCAL	GRANT 2023	£ 1,000.00
09/10/2023	CONEXIA LTD	PAYROLL SERVICES	£ 584.03
09/10/2023	WALKER HIGHWAYS	ROAD CLOSURES SAT MKT	£ 1,650.00
09/10/2023	WALKER HIGHWAYS	ROAD CLOSURES BRADERIE	£ 576.00
11/10/2023	CINQUE PORTS CONST	FINGER POSTS	£ 5,220.00
11/10/2023	ST JOHN AMBULANCE	FIRST AID COVER BRADERIE	£ 681.12
11/10/2023	VIC YOUNG LTD	DEPOSIT OFFICIAL CAR	£ 1,152.00
12/10/2023	VIC YOUNG LTD	OFFICIAL CAR LEASE X 3M	£ 1,172.95
16/10/2023	SSE	ELECTRIC TOWN HALL	£ 541.53
18/10/2023	PENSION BACS	PENSION BACS	£ 7,087.98
19/10/2023	DOVER DISTRICT COUN	BUS RATES OCT 23	£ 1,119.00
19/10/2023	DEAL TC BACS	DEAL TC BACS SALARIES	£ 19,273.04
20/10/2023	PAYE DEAL TC BACS	PAYE DEAL TC BACS	£ 5,688.26
24/10/2023	ADM COMPUTER SERV	IT SUPPORT	£ 821.70
24/10/2023	DOVER DISTRICT COUN	PARISH COUNCIL ELECTION	£ 13,996.59
25/10/2023	DHF PRODUCTS	DEAL TOWN SIGNS	£ 687.84
30/10/2023	MAZARS LLP	LIMITED ASSURANCE REVIEW	£ 1,638.00
31/10/2023	RYAN ROGERS GARDEN	TREE WORK PARK AVE ALLOTS	£ 540.00
31/10/2023	ARCHERS LOW NURSERY	MAINTENANCE PLANTERS	£ 2,950.52
31/10/2023	SSE	ELECTRIC TOWN HALL	£ 1,400.64
			£ 67,781.20

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr Oliver Richardson – Chairperson of Deal Town Council
All Council members
From: Mr P Bone – Responsible Finance Officer
Date: 13 November 2023
Subject: Conclusion of Audit

I am pleased to advise members that the Audit of the Annual Return for Deal Town Council for the year ending 31st March 2022 has been concluded and Deal Town Council has received a 'clean' external auditor's report with no items that need to be brought to the attention of the Council.

Please see attached Completion Letter, External Auditors report & Copy of the Conclusion of Audit notice.

A copy of the complete Annual return (AGAR) and Conclusion Notice are now published on the Council's website in compliance with the associated legislation.

Decision required:

Members to note the report.

Mr P Bone
Deal Town Council
Town Hall
High Street
Deal
Kent
CT14 6TR

Date: 10 October 2023

Dear Mr Bone

Completion of the audit for the year ended 31 March 2023

We have completed our audit for the year ended 31 March 2023 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication *"Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2022"*. This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

Minor scope for improvement in 2023/24

The Council has left Box 11a in Section 2 of the Annual Governance and Accountability Return (AGAR) blank. Although the answer could be inferred from other answers on the AGAR the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk/Audit-Fees-Smaller-Authorities-Audit-Appointments) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Gavin Barker
Engagement Lead
For and on behalf of Mazars LLP

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Deal Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Newcastle upon Tyne, NE1 1DF

External Auditor Signature

Mazars LLP

Date

10 October 2023

Deal Town Council

Notice of conclusion of audit

Annual Return for the year ending 31 March 2023

Section 25 of the Local Audit and Accountability Act 2014
Accounts and Audit (England) Regulations 2015

1. The audit of accounts for the Council for the year ending 31 March 2023 has been concluded.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of the Council on application to:

Paul Bone, Responsible Finance Officer, Deal Town Council
The Town Hall, High Street, Deal, CT14 6TR
(Between 10:00 and 1:00 pm) 07555292446
3. Copies will be provided to any local government elector on payment of **£1** for each copy of the Annual Return.

Announcement made by: Paul Bone, Responsible Finance Officer,
Deal Town Council
Date of announcement: 10th October 2023

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr Oliver Richardson – Chairperson of Deal Town Council; All Council members
From: Mr P Bone – Responsible Finance Officer
Date: 13 November 2023
Subject: Re-appointment of Independent Internal Auditor

McCabe Ford Williams have been the Internal Auditor for Deal Town Council for over 12 years and have provided an excellent service.

Their fee for the internal audit for the year ended 31 March 2024 will be £990 plus VAT assuming that the records are complete / available at the time of the audit.

Please find attached a copy of their standard engagement letter detailing the Scope of Services provided.

Recommendations

- 1) To re-appoint McCabe Ford Williams to continue as the Internal Auditor for Deal Town Council for the financial year 2023-2024
- 2) To delegate authority to two Councillors to sign the engagement letter on behalf of the Council.

Decisions required.

Members to consider the above recommendations.



McCabe Ford Williams

Charlton House
Dour Street
Dover
CT16 1BL

Tel 01304 204006

dover@mfw.co.uk
mfw.co.uk

Deal Town Council
Town Hall
High Street
DEAL
Kent
CT14 6BB

DEA2/JDS/ES

21 November 2023

Dear Sirs

This letter and the attached terms of business dated November 2023 set out the basis on which we are to provide continuous services as internal auditors and your and our respective responsibilities.

John Sheather will continue to be the partner responsible for this engagement.

Emma Stevens will continue to be the manager responsible for this engagement.

We are bound by the code of ethics of the Institute of Chartered Accountants in England and Wales and accept instructions to act for you on the basis that we will act in accordance with those ethical guidelines.

1. SCOPE OF SERVICES

1.1. We have listed below the work which you have instructed us to carry out. This states your and our responsibilities in relation to the work to be carried out. If we agree to carry out additional services for you we will provide you with a new or amended engagement letter and schedules. Only the services which are listed below are included within the scope of our instructions. If there is additional work that you wish us to carry out which is not listed below, please let us know and we will discuss with you whether it can be included in the scope of our work.

1.2. Internal audit:

Our work will be strictly limited to that necessary to complete our report within the Audit Commission Annual Return. Our work will be based on the suggested approach as outlined in the Local Councils' Governance and Accountability Guidance. We will visit or carry out a remote audit once a year comprising sufficient work to enable us to complete our report. In particular our work will comprise ensuring that:

- a) Appropriate books of account have been properly kept throughout the year.
- b) The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.
- c) The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- d) The annual precept requirement resulted from an adequate budgetary process; progress against budget was regularly monitored; and reserves were appropriate.
- e) Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- f) Petty cash payments were properly supported by receipts, expenditure was approved and VAT was appropriately accounted for.

- g) Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and national insurance requirements were properly applied.
- h) Asset and investments registers were complete and accurate and properly maintained.
- i) Periodic and year end bank account reconciliations were properly carried out.
- j) The period for the exercise of public rights and publication requirements for the previous year were correctly complied with.
- k) The council published the required information on a website up to the date at the time of the internal audit and in accordance with the relevant legislation.
- l) Year end accounts were prepared on the correct accounting basis (receipts and payments / income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, were appropriate, debtors and creditors were properly recorded.

You will be responsible for making available to us, as and when required, all the council's accounting records and related financial information including minutes of committee meetings. You will make full disclosure to us of all relevant information.

You will continue to deal with other matters required by law, if appropriate, such as:

- 1.3.1. Pay As You Earn including year end returns and matters relating to your employees;
- 1.3.2. Forms P11D;
- 1.3.3. VAT returns.

There are many other areas where we can be of assistance and we shall be pleased to discuss any matters with you.

COMMUNICATING WITH YOU

We will communicate with Paul Bone in relation to the town council's internal auditing affairs having agreed with you that he will represent the town council.

AGREEMENT OF TERMS

Period of engagement

- 3.1.1. This engagement will continue with the accounting period ending on 31 March 2024.
- 3.1.2. We will deal also with matters arising in earlier years as appropriate.
- 3.1.3. This letter supersedes any previous engagement letter for the period covered. Once agreed, this letter will remain effective from the date of signature until it is replaced. You or we may agree to vary or terminate our authority to act on your behalf at any time without penalty. Notice of variation or termination must be given in writing.

Data Protection

We are committed to ensuring the protection of the privacy and security of any personal data which we process. Your attention is drawn to clause 8 of the attached terms of business which details how we treat personal data received by us in the provision of our services during our engagement with you. By signing this letter, you confirm that you have read and understood clause 8 and any privacy notice referred to therein

Confirmation of your agreement

- 3.3.1. Please confirm your agreement to the terms of this letter and the attached terms of business by signing and returning the enclosed copy.

3.3.2. If this letter and the attached terms of business are not in accordance with your understanding of our terms of appointment, please let us know.

Yours faithfully



McCabe Ford Williams

We acknowledge receipt of this letter, and we agree to this letter which together with the terms of business fully records the agreement between us concerning your appointment to carry out the work described.

.....
Name:

For and on behalf of Deal Town Council

.....
Date

.....
Name:

For and on behalf of Deal Town Council

.....
Date:

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr O Richardson - Chairperson of Deal Town Council,
All Council Members
From: Mr P Bone. Responsible Finance Officer
Date: 19th June 2023
Subject: Review of Annual Risk Management Schedule

Please find attached the Annual Risk Management Schedule for 2023 – 2024.

The schedule has been updated to take into account changes that have been made to the processes as the Council moves away from paper hard copy information and the use of Cheques as a method of payment.

Recommendation:

To agree and accept the Financial Risk Management Schedule 2023 - 2024

Decision Required:

Members to consider and agree the above recommendation.

Deal Town Council Revised (June 2023) Risk Management Schedule 2024 – 2025.

Consequences of Risk:

1. Increased costs:
 - Putting things right – legal & Auditor's fees
 - Premium renewals
 - Loss of funds – fraud & misappropriation.
2. Litigation.
3. Loss of reputation.
4. Impede ability to bid for funds.

Specific Risk	Likelihood of Occurrence (H/M/L)	Severity (H/M/L)	Existing controls in place	Action Needed
Fixed Assets – under or over evaluation and unplanned emergency expenditure.	Low	Medium	<ul style="list-style-type: none"> • Annual review of level of insurance cover – included in Audit scrutiny. Professional advice sought regarding re-evaluation. • Appropriate level of reserves in place. 	Ongoing monitoring and inspection. Scheduled plan of works including ongoing maintenance schedule in place now that Deal Town Council owns freehold of Deal Town Hall.
Fixed Assets – missing assets	Low	Medium	<ul style="list-style-type: none"> • Annual review of asset register documented. 	Ongoing revision of asset register, monitoring and inspection.
Debtors	Low	Low	<ul style="list-style-type: none"> • Financial Regulations in place w.e.f. 31st March 2010. Electronic accounts are presented to all Finance Committee & Full Council meetings. 	Ongoing monitoring. Financial regulations. Last updated 2021
Cash risk – late banking of cash and cheques received.	Low	Low	<ul style="list-style-type: none"> • Documents in place e.g. expenses forms, petty cash forms etc. • Electronic spreadsheets now 	Ongoing monitoring and inclusion in Internal Audit Control checks.

			detail all transactions.	
BACS/Electronic Payments	Low	Low	<ul style="list-style-type: none"> • Amendments to add payees requires authorisation by Finance Assistant and RFO • Scrutiny by Finance Committee and Full Council of financial records at all scheduled meetings. • Responsibility for internal financial control procedures in place. 	Ongoing monitoring including internal and external audit control procedures.
Credit Card	Low	Low	<ul style="list-style-type: none"> • Card kept locked away by Town Clerk • Only issued to RFO when agreed expenditure is required to be paid by card and when alternative methods of payment are not suitable. • Monthly Direct Debit to clear balance • Monthly statement checked by RFO, Finance assistant and authorised Councillor. 	Ongoing monitoring including internal and external audit control procedures.
Bank & Cash – segregation of duties	Low	Low	<ul style="list-style-type: none"> • Scrutiny by Finance Committee at all scheduled meetings. • Responsibility for internal financial control procedures in place. • Adequate number of cheque signatories in place. 	Ongoing monitoring including internal and external audit control procedures.

			<ul style="list-style-type: none"> Two authorised Councillor Bank Signatories required to authorise and sign all cheque payments once the invoice has been verified by the R.F.O. 	
Budget Overspend	Low	High	<ul style="list-style-type: none"> Environment and Transport & Infrastructure committees consider future year expenditure and submit to the Finance Committee by the end of October for inclusion in draft budget. Budget preparation undertaken from November onwards for the following year and discussed by the Finance Committee before the budget and precept are agreed and ratified by Full Council. Budget to actual income reviewed monthly. All invoices scrutinised to ensure they match quotation figures. Staff to seek competitive quotations for all purchases as required by Financial Regulations and Standing Orders. 	<p>Accounts are presented to the scheduled Finance Committee and Full Council meetings. Bank reconciliation is completed monthly.</p> <p>Appropriate level of financial reserves in place for unexpected expenditure that could not have been anticipated.</p>

			<ul style="list-style-type: none"> • Staff salaries reviewed annually in accordance with NALC guidelines and staff contracts. 	
Loss of funds due to misappropriation of public money.	Low	High	<ul style="list-style-type: none"> • A list of all payments is submitted retrospectively for acknowledgment at Full Council meetings, recorded in the minutes and duly signed by the Chairperson. • All cheque, BACS and electronic payments are verified by the Finance assistant and R.F.O prior to payment and retrospectively checked by an authorised Councillor. • No members of staff are authorised to sign cheques. • No Councillors are authorised to sign incomplete cheques. • Officers have the ability to view instruments of payment and receipt through the Bank Line service. • All expenses claims are made on the appropriate claim forms with receipts attached as appropriate. • DDC maintain a register of Councillor 	<p>All statutory requirements and deadlines to be met.</p> <p>Internal Control checks to be undertaken by appointed Councillors to ensure governance procedures are adhered to.</p> <p>The R.F.O to ensure that a pool of signatories remains available to the Council in order to conduct timely financial transactions.</p>

			<p>Declaration of Interests.</p> <ul style="list-style-type: none"> • Declarations of Interest are also recorded in the minutes at all meetings. • Members have a duty to declare any interest at meetings. • All statutory requirements for public reporting of accounts are met. • Independent Internal Auditors are appointed annually. • The Council has its accounts audited each year by external auditors and the auditor appointed by the Audit Commission. 	
Creditors – unknown liabilities	Low	Low	<ul style="list-style-type: none"> • Financial Regulations in place w.e.f. 31st March 2010. • Electronic accounting system in place. • Financial reports are presented to all scheduled Finance & Full Council meetings. 	Ongoing monitoring. Financial regulations. Last updated 2021
Non - compliance by Councillors with statutory requirements.	Low	High	<ul style="list-style-type: none"> • All resource material has been updated including new Financial Internal Controls – Governance & Accountability (England): A Practitioners Guide 2010 refers. 	<p>Training strategy for staff and Councillors developed.</p> <p>Internal Financial Controls undertaken by two nominated Members ongoing.</p>

			<ul style="list-style-type: none"> • The Kent Code of Conduct for Members was adopted by Deal Town Council w.e.f. 1st July 2012. • Procedural advice for Council is the Town Clerk who is CiLCA qualified. • Financial advice for the Council is provided by the R.F.O. who is ATT qualified. • All resolutions are recorded clearly in the minutes and confirmed and signed by the Chairperson at the next meeting. • Clear Terms of Reference and Standing Orders are in place. 	Standing Orders and Terms of Reference reviewed annually.
Fidelity Insurance	Low	Medium	<ul style="list-style-type: none"> • Annual review of level of cover to meet with the Audit Commission guidelines and formula. 	Annual review.
Financial Bonds & exposure to single Bank	Low	High	<ul style="list-style-type: none"> • Annual formal review and regular informal dialogue with Bank Adviser. • Full Council authorises movement of investment funds – the amount covered for compensation by the Financial Services Compensation Scheme is £85,000 	Ongoing review of financial market.

			per banking group used for banking or investments	
Business Continuity – Council not being able to continue its business due to unexpected or tragic circumstances.	Medium	High	<ul style="list-style-type: none"> • Back up of electronic financial records held on and off site. • Monthly manual print out of financial records held in case of IT failure. • All Council documents are held in Town Hall. 	<p>Ongoing review of IT and financial recording systems.</p> <p>IT back up system in place.</p>
Litigation – Employment Tribunals, claims for damages, discrimination or compensation.	Low	High	<ul style="list-style-type: none"> • Insurances are in place including Public Liability cover of £10,000,000. • The Town Clerk conducts staff appraisal interviews and reviews of their job descriptions and training needs. • ‘Back to Work’ interviews are conducted by the Town Clerk for all staff on return to work after a period of sickness absence. • All policies are accessible for all staff. • Qualified Town Clerk in post to advise Council. • Advisory and support services contract in place with WorkNest for matters relating to Employment Law and Health & Safety. 	<p>Council signed with WorkNest for HR and Health & Safety advisory and support services.</p> <p>All insurance policies reviewed annually.</p> <p>Staff encouraged to undertake training relevant to the posts covered.</p>

			<ul style="list-style-type: none"> • Risk Assessments undertaken for all events hosted by Deal Town Council. • Health & Safety checks on the building and all Risk Assessments carried out by the Council H&S officer and audited annually by WorkNest. 	
Loss of Town Clerk	Low	High	<ul style="list-style-type: none"> • SLCC membership in place – can provide a locum Town Clerk if needed. • KALC membership in place – will advise Council accordingly. 	Staff Liaison panel to have regular meetings with Town Clerk. Annual appraisal review to be undertaken for Town Clerk in accordance with contract of employment – review to include workload, terms and conditions, working environment, resources and job description.

Deal Town Council

Review undertaken: November 2023.

Next review: November 2024.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Cllr O Richardson, Chairperson of Deal Town Council
All council members
From: J Harper, Events Manager
Date: Monday 20 November 2023
Re: Holocaust Memorial Day Commemoration 2024

For the past two years, Deal Town Council's Holocaust Memorial Day commemoration has been held at the Memorial Stone at St George's church. A wreath is laid at the stone to honour victims of the Holocaust and subsequent genocides.

It has always been well attended and received by members of the public.

On Monday 16 October 2023 the Holocaust Memorial Day Trust issued the following statement.

"We are watching in horror, as the civilian population of Israel is being targeted by Hamas terrorism, and innocent civilians on both sides are being killed and traumatised. In the UK, antisemitism is on the rise and likely to continue as the conflict reverberates around the world, and internationally over the past few months there has been escalation of violence in Sudan – these are just two current examples of why our work is more vital and urgent than ever. As increasing levels of polarisation and violence fracture our world, we are determined to make sure Holocaust Memorial Day 2024 brings people together from all backgrounds".

Recommendations:

1. Deal Town Council marks Holocaust Memorial Day 2024 on Saturday 27 January at 12noon with a short ceremony and wreath laying service at the Memorial Stone in St Georges Church Garden. The commemoration will be introduced by the Worshipful Town Mayor of Deal, Cllr Oliver Richardson and will include readings and prayers from local clergy.
2. A display will be shared in the Undercroft ahead of, during and after Holocaust Memorial Day 2024, sharing the statement from The Holocaust Memorial Day Trust and an image of a candle burning in the dark
3. A battery operated tealight will be placed in a hurricane lamp to shine overnight on Saturday 27 January 2024 in the Undercroft – shining a light to bring people together from all backgrounds.

Decision Required:

Members to consider the above recommendations

**DEAL TOWN COUNCIL
MEMORANDUM**

TO: Councillor O Richardson, Chairperson of Deal Town Council
Deal Town Councillors

FROM: N Miller, Communications Officer

SUBJECT: Deal Warm Welcome Update – Christmas week opening hours

DATE: 21 November 2023

Deal Warm Welcome was established in October 2022 by Deal Town Council to support residents who may struggle to manage their budget through the winter. Venues were established across the town, providing a food offer, offering hot and cold drinks, a warm, friendly environment, support and signposting to additional services.

This winter's project begins on Monday 4 December and will run until Saturday 6 April 2024. Christmas Day is on a Monday this year and due to how the public holidays fall and seasonal opening hours, only one of our venues will be open that week.

In order to provide a second Deal Warm Welcome in Christmas week, staff from Deal Town Council have volunteered their time to open the Town Hall from 10am to 12pm on Thursday 28 December.

As we did last year, a leaflet will be distributed at the start of December to show the timetable of our Deal Warm Welcomes on the front and additional support for people during Christmas Week on the reverse (see attached).

Decision required: To note the information above.

Join us for warmth, refreshment & friendship this winter

*pay what you can,
if you can*



Mondays	St Richard's Church Mill Hill, CT14 9JA 9am - 1pm	Golf Road Community Centre CT14 6PY 3pm - 6pm
Tuesdays	Trinity Church Union Road, CT14 6EA 12.30pm - 4pm	Golf Road Community Centre CT14 6PY 3pm - 6pm
Wednesdays	St Andrew's Church West Street, CT14 6DY 9am to 11am	St George's Church High Street, CT14 6BA 12pm to 2pm
Thursdays	Golf Road Community Centre CT14 6PY 3pm - 6pm	
Fridays	Deal Salvation Army West Street, CT14 6AZ 12pm - 4pm	
Saturdays	Talk it Out Friendship Group @ Deal Angling Club - 1919, The Marina CT14 6NF 12pm - 2pm Every other Saturday (starting 9 December)	

www.deal.gov.uk/dww

see you there



Christmas week opening hours

Boxing Day

Tuesday 26 December

The Alternative Christmas Experience Boxing Day lunch is
at St George's Church Hall this year

The ACE motto is that no-one should be alone at Christmas and
anyone living in the Deal and Walmer area who would otherwise
be on their own is welcome. Space is limited so to book a place
please call 07549 059 705, 07837 492 004 or email

ace88.deal@gmail.com.

(the deadline is Tuesday 19 December)



Wednesday 27 December

Deal Warm Welcome

St George's Church from 12pm until 2pm



Thursday 28 December

Deal Warm Welcome

Deal Town Hall from 10am to 12pm

Wednesday 27, Thursday 28 & Friday 29 December

Age UK South Kent Coast

The Deal Centre, Park Street is open 10am-2pm

Free WiFi and hot drinks all day

Two course lunch for £4 is served at 12pm

call to book 01304 372608



Talk It Out 07923 096273

Deal Foodbank 01304 728428

Samaritans 116 123

Unitedfamiliesuk.org.uk 01304 799997

www.dover.gov.uk - search 'services for the community' for additional support

HOPELINEUK

If you are having thoughts of suicide or are concerned for a young person who might be
call 0800 068 4141 or text: 07860 039 967



Planning Minutes - approved by Committee and signed by Chairperson 06/11/23

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

Tel: 01304 361999. Email: deal.town.council@deal.gov.uk

The minutes of the Planning Committee held on Monday 4th September 2023 at the Town Hall at 7.15pm

Present: Cllr M Eddy (Chairperson)
Cllr P Findley
Cllr T Bond

Cllr M Walters
Mr R Green (The Deal Society)
Mrs E Fogarty (FOND)

Officers: Laura Marney – Committee Clerk

Other: 1 member of the public

MINUTES

1	Chairpersons's opening remarks: The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent.			Chairperson																
2	Apologies for absence: Cllr Craggs.			Committee Clerk																
3	Declarations of interest: Cllr Walters declared a VAOI on agenda item 7 as he is DTC representative on the Deal & Walmer Chamber of Trade.																			
4	Public Participation and Statements received: Statements were received from a current Market Trader and the Deal Town Council Market Officer regarding agenda item 7.			Committee Clerk																
5	The minutes of the planning committee meeting held on 7th August 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Planning Committee meeting held on 7 th August 2023 as a true and accurate record. The Chairperson duly signed the minutes. (P) Cllr Findley (S) Cllr Walters. All Agreed.			Chairperson																
6	Planning applications received: <table><tr><th>DDC Ref</th><th>Address</th><th>Proposal</th><th>Deal Town Council Decision</th></tr><tr><td>23/00631</td><td>35 Victoria Road Deal CT14 7AY</td><td>Formation of vehicular access, vehicle charging point and retaining wall.</td><td>No Objection. (P) Cllr Walters (S) Cllr Bond. All Agreed</td></tr><tr><td>23/00978</td><td>188 London Road Deal CT14 9PW</td><td>Change of use from a residential care home to a residential dwelling.</td><td>No Objection. (P) Cllr Walters (S) Cllr Bond. All Agreed</td></tr><tr><td>23/00596</td><td>21 St Richards Road Deal CT14 9JT</td><td>Erection of front ground floor entrance porch and first floor extension.</td><td>No Objection. (P) Cllr Bond (S) Cllr Findley. All Agreed</td></tr></table>			DDC Ref	Address	Proposal	Deal Town Council Decision	23/00631	35 Victoria Road Deal CT14 7AY	Formation of vehicular access, vehicle charging point and retaining wall.	No Objection. (P) Cllr Walters (S) Cllr Bond. All Agreed	23/00978	188 London Road Deal CT14 9PW	Change of use from a residential care home to a residential dwelling.	No Objection. (P) Cllr Walters (S) Cllr Bond. All Agreed	23/00596	21 St Richards Road Deal CT14 9JT	Erection of front ground floor entrance porch and first floor extension.	No Objection. (P) Cllr Bond (S) Cllr Findley. All Agreed	Committee Clerk
DDC Ref	Address	Proposal	Deal Town Council Decision																	
23/00631	35 Victoria Road Deal CT14 7AY	Formation of vehicular access, vehicle charging point and retaining wall.	No Objection. (P) Cllr Walters (S) Cllr Bond. All Agreed																	
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23/00596	21 St Richards Road Deal CT14 9JT	Erection of front ground floor entrance porch and first floor extension.	No Objection. (P) Cllr Bond (S) Cllr Findley. All Agreed																	

			Insertion of 2 velux windows.		
	23/00981	Cambrian Ellens Road Deal CT14 9JJ	Erection of a garage with associated access	No Objection. (P) Cllr Walters (S) Cllr Findley. All Agreed	
	23/00969	34 Delane Road Deal CT14 9RZ	Erection of a single story side extension (existing extension to be demolished)	No Objection. (P) Cllr Bond (S) Cllr Walters. All Agreed	
7	Street Trading application received: Members RESOLVED: To object to this application on the grounds of: <ol style="list-style-type: none"> 1. This use of public land for commercial purposes has a detrimental effect on other traders and is avoiding charges. 2. This area has previously been used for charitable purposes and public entertainment and therefore is a loss of space. (P) Cllr Bond (S) Cllr Eddy. All Agreed.				Committee Clerk
8	Correspondence rec'd – Friends of Betteshanger: Members RESOLVED: to accept the recommendation that the Chairperson writes an official DTC letter of support to Homes England requesting they enforce this covenant. The Chairperson to also writes to the Head of DDC requesting Betteshanger Country park to be declared as a nature reserve as originally intended. (P) Cllr Findley (S) Cllr Eddy. 3 For, 1 Abstention. Motion carried.				Chairperson
9	DDC decisions: Members RESOLVED: To note the information. (P) Cllr Eddy (S) Cllr Bond. All Agreed.				
10	Committee Clerk Report: Members RESOLVED: To note this information. (P) Cllr Bond (S) Cllr Walters. All Agreed.				
	Date of next meeting: 2nd October 2023.				
	Chairperson closed the meeting at 8.16pm				

T & I Minutes - approved by Committee and signed by Chairperson 15/11/23

The Minutes of the Transport & Infrastructure Committee meeting held on Wednesday 13th September 2023 at Deal Town Hall.

Present: Cllr B Bano (Chairperson) Cllr P Jull
 Cllr M Walters (Vice Chairperson) Cllr S Brookfield
 Cllr D Cronk C Dubber (Co-opted member)
 Cllr M Eddy
 Officers: Mr P Bone – Deputy Town Clerk Other: None

MINUTES

1	Chairperson's opening remarks: The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent.	Chairperson
2	Apologies for absence: Apologies received from Cllr T Bond. Cllr D Parks Absent.	Deputy Town Clerk
3	Declarations of interest: None received.	
4	Public Participation and Statements received: None received.	Deputy Town Clerk
5	The minutes of the Transport & Infrastructure Committee meeting held on 12th July 2023 for approval and signing: : Members RESOLVED: To accept the minutes of the Transport & Infrastructure Committee meeting held on 12 th July 2023 as a true and accurate record. (P) Cllr M Walters (S) Cllr M Eddy. All Agreed. The Chairperson duly signed the minutes.	Chairperson
6	Town Plan Actions: Following a discussion, members RESOLVED: To note the report. (P) Cllr M Eddy (S) Cllr S Brookfield. All Agreed.	
7	Emerging Local Transport Plan Consultation: Following debate members agreed that it would not be practicable for the committee to review and vote on every line, but in addition to recommending that members each complete the online questionnaire personally, it would be good for the Committee to officially respond on some key points. Members RESOLVED: That Members individually respond to the online questionnaire and that the Deputy Town Clerk responds on behalf of the Council with the following points: * Deal town Council believes it is 'Very important' – To reduce speed limits in towns to make roads safer to help people walk and cycle and help car journeys produce less emissions. * Deal Town Council supports 'International rail travel returns to Kent and there are improved public transport connections to international hubs. * Deal Town Council supports 'Achieve the funding necessary to deliver a sustained fall in the value of the backlog of maintenance work over the life of our Local Transport Plan'. (P) Cllr M Eddy (S) Cllr D Cronk, 5 For, 1 Against. Motion carried.	Committee Members, Deputy Town Clerk
8	Fair Trade Signage: Members RESOLVED: To note the information. (P) Cllr M Eddy (S) Cllr D Cronk. All Agreed	
9	Town Signage: Members RESOLVED: To note the report and thank the staff involved in making it happen. (P) Cllr M Eddy (S) Cllr D Cronk. All Agreed.	
10	Committee Clerk Report: Members RESOLVED: To note the report. (P) Cllr D Cronk (S) Cllr M Eddy. All Agreed	
	The Chairman closed the meeting at 7:45pm	

The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on Tuesday 19th September 2023 – Subject to approval by the Finance & General Purposes Committee and signing on 21/11/23

Present Cllr D Parks (Vice-Chairperson)
Cllr M Eddy
Cllr B Bano

Cllr S Cullen
Cllr S Beer

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

Others: None present

MINUTES

1	Chairman's opening remarks: The Chairperson welcomed everyone to the meeting and advised of the fire evacuation instructions and to switch phones off or to silent. Cllr Parks advised that Cllr Bond had given his apologies as he would not be able to attend this meeting and he would be Chairperson for this meeting.	Chairman
2	Apologies for absence: Cllr T Bond due to a prior engagement, Cllr D Cronk, and Cllr M Cronk due to work commitments. Absent: Cllr P Jull.	
3	Declarations of interest: Cllr B Bano declared a VAOI for agenda item 10 as he is a director of a group dealing with asylum seekers. Cllr S Beer declared a family interest for grant application in agenda item 7 as she is related to the applicant and will leave the room for that item.	
4	Statements received from members of the public on items relating to the agenda to be circulated at the meeting: None	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 11th July 2023 for approval and signing: Members RESOLVED: To accept the minutes of the Finance & General Purposes meeting held on the 11 th July 2023 as a true and accurate record. (P) SB (S) ME All Agreed. The Chairperson duly the signed the minutes.	Chairperson
6	Finance: Income & Expenditure figures & full Bank Reconciliation to 31st Aug 2023: Members RESOLVED: To note the Income & Expenditure figures & full Bank Reconciliation to 31st Aug 2023. (P) BB (S) SB All Agreed	
7	Annual Grants 2023/24: Recommendations from the Grants Subcommittee. Cllr S Beer left the room at 7:22pm. The R.F.O answered queries from Members on the method of scoring the applications and then RESOLVED To agree all the recommendations of the Grants Sub Committee. Small Grants (Up to £500) <ul style="list-style-type: none"> <i>The History Project</i> – To award a grant payment of £100 to be used towards marketing costs. <i>Deal Music & Arts Ltd</i> – To award a grant payment of £500 as a contribution to the schools' program. <i>Deal Community Carnival Association</i> – To award a grant payment of £500 as a contribution towards the cost of Insurance and road closures. <i>Warden House Primary School</i> – To award a grant payment of £500 as a contribution towards the cost of organising the annual Firework Display <i>Treetops Pre-School</i> – To award a full grant payment of £476.16 for fence panels, planters, chalk boards and chalk to provide a safe outdoor creative space. 	R.F.O.

	<ul style="list-style-type: none"> • <i>Deal & Sandwich Primary Care Network</i> – To award a full grant payment of a £250 contribution to help provide a peer support group for Parkinson patients. • <i>Deal Film Festival</i> – To award a full grant payment of £500 as a contribution to help purchase a new PA system. • <i>Give it a go Bingo</i> – To award a full grant payment of £500 as a contribution to help purchase new tables for use at the St Leonard's Social Centre subject to the centre agreeing to store them and make them available to other organisations at the centre. • <i>Lets go Escargot CiC</i> – To award a grant payment of £119 as a contribution to cover room hire at the Town Hall. <p>Large Grants (£501 to £1,000)</p> <ul style="list-style-type: none"> • <i>Deal Speaking up Group</i> – To award a grant payment of up-to £900 to be used towards the purchase and installation of a suitable swing element to make the existing swing accessible subject to cost and DDC agreement. • <i>The Deal Rotary Ice Breakers</i> – To award a grant payment of £540 as a contribution to be used towards the purchase of a new PA system. • <i>Astor Community Arts Trust</i> – To award a grant payment of £650 to be used to purchase and install blackout blinds to the Function Room. • <i>Cinque Ports Football Club</i> – To award a full grant payment of £1,000 to be used to purchase rechargeable floodlights subject to providing the R.F.O with full details of the product intended to be purchased. • <i>Deal Maritime & Local History Museum</i> – To award a full grant payment of £1,000 to be used to purchase safety glass film for display cabinets. • <i>St Andrews Church</i> – To award a full grant payment of £1,000 to be used to purchase and install a defibrillator to be fixed to the outside of the Church. <p>(P) BB (S) SB All agreed.</p>	
8	<p>Cllr S Beer returned to the meeting.</p> <p>Town Car: Following debate, Cllr S Beer proposed an amendment to the recommendation from the R.F. O's report.</p> <p>Members considered the amendment and RESOLVED: To not renew the current lease at the end of the term and to lease a used fully electric car on a new 4-year lease with the same monthly cost +/- 10%. The R.F.O. to urgently research options and make the final choice in liaison with the Chairperson of F&GP and Chairperson of the Environment Committee. To delegate authority to the R.F.O. to sign the agreement on behalf of the Council.</p> <p>(P) SB (S) SC All agreed.</p>	<p>R.F.O./ Chairperson of FG&P/ Chairperson of the Environment Committee</p>
9	<p>Undercroft Hire: Members RESOLVED: to revert the Undercroft Booking System to the 2022 rules and to cancel the trial of extending the Saturday Market.</p> <p>(P) SB (S) ME All agreed</p>	<p>Officers</p>
10	<p>New Grant Stream to promote community cohesion and supports asylum seekers and refugees within the Deal Wards: Members RESOLVED to agree the Draft Grant Guidelines, Application Form and Score sheet for the City of Sanctuary Grant Stream subject to revised wording on points D and E that need enhancing to ensure the applicants needs are verified. The amendment of this wording is delegated to the Town Clerk working in liaison with Cllr S Beer</p> <p>(P) SB (S) ME All agreed.</p>	<p>R.F.O.</p> <p>Town Clerk/ Chairperson of the Environment Committee</p>

11	IT Contract Information regarding the charges from the Council's approved IT support partner: Following debate, members RESOLVED: To note the report. (P) ME (S) SC All agreed.	
	Meeting closed at 7.45pm	