



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

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

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

**To all Committee Members:** You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at the Town Hall on **Tuesday 19 September 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 18<sup>th</sup> September by email to [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk) or post to the above address. These statements will be circulated to all present at the meeting and become part of the public record of the meeting, names will be redacted.

**Paul Bone**

**Responsible Finance Officer**

**Date: 13 September 2023**

### AGENDA

1	<b>Chairperson's opening remarks:</b>	Chairperson
2	<b>Apologies for absence:</b>	
3	<b>Declarations of interest:</b> To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
4	<b>Public Participation and Statements received:</b> For Councillor information: Members of the public may make representations, answer questions and give evidence at the meeting in respect of the business on the agenda. This shall not exceed 15 minutes.	
5	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 11<sup>th</sup> July 2023 for approval and signing:</b> Decision required.	Attach. 2
6	<b>Finance: Income &amp; Expenditure figures and Full Bank reconciliation to 31<sup>st</sup> August 2023:</b> – Information to note.	Attach. 3
7	<b>Annual Grants 2023/24: - Recommendations from the Grants Sub-committee:</b> - Decisions Required	Attach. 4
8	<b>Town Car:</b> - Decisions Required.	Attach. 5
9	<b>Undercroft Hire:</b> - Decision Required.	Attach. 6
10	<b>New Grant Stream to promote community cohesion and supports asylum seekers and refugees within the Deal Wards:</b> - Decision Required.	Attach. 7
11	<b>IT Contract:</b> - Information to note	Attach. 8
	<b>Date of next F&amp;GP Committee meeting:</b> 21 <sup>st</sup> November 2023	

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

Disclosable Pecuniary Interest (DPI)

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

Other Significant Interest (OSI)

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

Voluntary Announcement of Other Interests (VAOI)

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

Note to the Code:

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

**The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on  
Tuesday 11<sup>th</sup> July 2023**

**Present:** Cllr T Bond (Chairperson) Cllr D Parks (Vice- Chairperson)  
Cllr S Cullen  
Cllr M Eddy  
Cllr D Cronk  
Cllr S Beer  
Cllr M Cronk  
Cllr P Jull

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

**MINUTES**

1	<b>Chairperson's opening remarks:</b> The Chairperson welcomed everyone to the meeting and advised of the fire evacuation instructions and to switch phones off or to silent.	Chairperson
2	<b>Apologies for absence:</b> None received. <b>Absent:</b> Cllr B Bano	
3	<b>Declarations of interest:</b> None received.	
4	<b>Statements received from members of the public on items relating to the agenda to be circulated at the meeting:</b> None received	
5	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 21<sup>st</sup> March 2023 for approval and signing:</b> Members RESOLVED: To accept the minutes of the Finance & General Purposes meeting held on the 21 <sup>st</sup> March 2023 as a true and accurate record. (P) DC (S) SB All Agreed. The Chairperson then signed the minutes.	Chairperson
6	<b>Finance:</b> <b>i) Income &amp; Expenditure figures and Full Bank reconciliation to 31<sup>st</sup> March 2023</b> - Members RESOLVED: To note the Income & Expenditure figures and Full Bank reconciliation up to 31 <sup>st</sup> March 2023. and to thank the R.F.O on the new layout of the year-end report. (P) DC (S) PJ. All Agreed.  <b>ii) Year- End and Budget Report from the RFO to 31<sup>st</sup> March 2023 –</b> Members RESOLVED: To note the Year-End Budget Report from the R.F.O to 31 <sup>st</sup> March 2023 (P) DC (S) PJ All agreed.  <b>iii) Income &amp; Expenditure figures and Full Bank reconciliation to 31<sup>st</sup> May 2023 –</b> Members RESOLVED: To note Income & Expenditure figures and Full Bank reconciliation to 31 <sup>st</sup> May 2023 (P) DC (S) PJ All agreed.	
7	<b>Annual Grants 2023/24:</b> Members considered the recommendations and RESOLVED: To set the 'Annual Grants Stream' allocation at £20,000 for the year 2023/24 and recommend to Full Council that a separate Budget of £2,000 is allocated from the 'General Reserve' for a new Grant Stream that is to promote community cohesion and supports asylum seekers and refugees within the Deal Wards. (P) SB (S) DC 6 for 1 abstention, Agreed.  Members further RESOLVED: To accept the draft application form for 2023/24 and score sheet, the proposed deadlines and draft annual grant guidelines subject to all references to a budget of £18,000 being amended to £20,000. (P) SB (S) DC All agreed.	R.F.O  R.F.O



8	<p><b>Deal Braderie:</b> Members considered the officer recommendations. The Chairperson advised that he would take proposals for each of the officer recommendations individually.</p> <p>Cllr Jull proposed that the officer recommendation that all shopkeepers along the route of the Braderie get free pitches in front of their shopfronts (max 2 pitches), this was seconded by Cllr D Cronk. A vote was then taken. 4 votes for and 4 against, the Chairperson used his casting vote against the proposal. Motion Failed.</p> <p>Following discussion members RESOLVED: That all shopkeepers pay £20 for each pitch in front of their shopfront and charities also pay £20 per pitch. (P) SB (S) ME 6 For 2 Against. Agreed.</p> <p>Members further RESOLVED: To restrict the size of the Braderie to 100 pitches unless take-up improves considerably, when the additional 30 pitches would be released. (P) PJ (S) SB All agreed</p>	<p>Finance Asst/R.F.O</p> <p>Finance Asst/R.F.O</p>
9	<p><b>Town Hall Maintenance:</b></p> <p><b>i) Electrical Controls:</b> Members RESOLVED: To allocate a budget of up to £10,000 from the Town Hall Refurbishment Earmarked Reserve Budget to cover the potential costs for the remedial works required to upgrade the Town Hall electrical distribution boards up to the latest legal requirements and that, subject to the Facilities manager obtaining two additional quotations for these works, to delegate authority to the R.F.O. in liaison with the Chairperson of this committee to select the most appropriate company to carry out these urgent works (P) PJ (S) ME All Agreed.</p> <p><b>ii) Window Replacement:</b> Members RESOLVED: To allocate a budget of up to £3,100 from the Town Hall Refurbishment Earmarked Reserve Budget to cover the potential costs and to delegate authority to the R.F.O. to obtain additional quotations and to select the most appropriate company to carry out these works. Members RESOLVED: To accept the recommendations. (P) ME (S) SB All agreed</p>	<p>Facilities Manager/ R.F.O/ Chairperson</p> <p>R.F.O</p>
10	<p><b>Responsible Finance Officers report:</b> Members RESOLVED: To note the report and request the Saturday Market Rules are amended to state that all food stalls must have hand cleaning facilities that meet the current food hygiene standards and that the Market Officer will carry out additional routine inspections of the handwashing facilities on all food stalls and record and deficiencies. (P) PJ (S) SC All agreed.</p>	<p>Market Officer/ R.F.O.</p>
	<p>The Chairperson closed the meeting at 8.15pm</p>	



Date: 13/09/2023

Deal Town Council

Page 1

Time: 14:03

**Bank Reconciliation Statement as at 13/09/2023  
for Cashbook 1 - Nat West Combined A/C's**

User: PAUL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current A/C	31/08/2023		100.00
Nat West Deposit A/C	31/08/2023		482,437.19
			<u>482,537.19</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/07/2023 CASH SOLOPRESS		-30.61	
			<u>-30.61</u>
			482,567.80
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			482,567.80
		<b>Balance per Cash Book is :-</b>	<b>482,567.80</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 13/09/2023

Deal Town Council

Page 1

Time: 13:06

**Bank Reconciliation Statement as at 31/08/2023  
for Cashbook 2 - Nat West Mayors Charity Fund**

User: PAUL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity A/C	31/08/2023		4.56
			<u>4.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			4.56
		<b>Balance per Cash Book is :-</b>	<b>4.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 13/09/2023

Deal Town Council

Page 1

Time: 12:55

**Bank Reconciliation Statement as at 31/08/2023  
for Cashbook 3 - Prepaid Card**

User: PAUL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PRE-PAID CARD	31/08/2023		63.14
			<u>63.14</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			63.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			63.14
		<b>Balance per Cash Book is :-</b>	<b>63.14</b>
		<b>Difference is :-</b>	<b>0.00</b>



## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Income</b>								
1076 Precept	0	237,966	475,262	237,296			50.1%	
1080 Bank Interest	624	2,196	1,200	(996)			183.0%	
1999 Misc. Income	0	49,817	0	(49,817)			0.0%	
General Income :- Income	<b>624</b>	<b>289,979</b>	<b>476,462</b>	<b>186,483</b>			<b>60.9%</b>	<b>0</b>
<b>Net Income</b>	<b>624</b>	<b>289,979</b>	<b>476,462</b>	<b>186,483</b>				
<b>200 Staff Costs</b>								
4000 Salaries Gross	23,798	48,179	300,000	251,821		251,821	16.1%	
4010 Salaries Employers Pension	4,994	20,249	20,000	(249)		(249)	101.2%	
4020 Salaries Employers NI	0	0	25,000	25,000		25,000	0.0%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	0	2,000	2,000		2,000	0.0%	
4075 Staff Uniforms	104	132	100	(32)		(32)	131.9%	
4080 HR & HS	0	1,360	1,621	261		261	83.9%	
4085 Payroll Services	653	1,100	0	(1,100)		(1,100)	0.0%	
4090 Staff Recruitment	0	0	750	750		750	0.0%	
Staff Costs :- Indirect Expenditure	<b>29,549</b>	<b>71,021</b>	<b>349,571</b>	<b>278,550</b>	<b>0</b>	<b>278,550</b>	<b>20.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(29,549)</b>	<b>(71,021)</b>	<b>(349,571)</b>	<b>(278,550)</b>				
<b>205 Official Car</b>								
4060 Official Car Lease	296	889	3,564	2,675		2,675	24.9%	
4065 Official Car Fuel	42	76	500	424		424	15.3%	
Official Car :- Indirect Expenditure	<b>338</b>	<b>965</b>	<b>4,064</b>	<b>3,099</b>	<b>0</b>	<b>3,099</b>	<b>23.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(338)</b>	<b>(965)</b>	<b>(4,064)</b>	<b>(3,099)</b>				
<b>210 Civic</b>								
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	0	1,000	1,000		1,000	0.0%	
4200 Cllr. Allowances	0	0	4,800	4,800		4,800	0.0%	
4220 Robes & Regalia	0	0	50	50		50	0.0%	
4245 Town Sergeant Expenses	0	130	0	(130)		(130)	0.0%	
Civic :- Indirect Expenditure	<b>0</b>	<b>130</b>	<b>5,950</b>	<b>5,820</b>	<b>0</b>	<b>5,820</b>	<b>2.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(130)</b>	<b>(5,950)</b>	<b>(5,820)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>215 Mayor's Budget</b>								
4210 Hospitality	0	772	1,500	728		728	51.5%	
4225 Mayoral Travel & Subsistence	0	0	100	100		100	0.0%	
4230 Mayor Expenses	0	209	500	291		291	41.8%	
4235 Deputy Mayor Expenses	0	0	300	300		300	0.0%	
4240 Mayoress Expenses	0	0	300	300		300	0.0%	
Mayor's Budget :- Indirect Expenditure	0	981	2,700	1,719	0	1,719	36.3%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(981)</b>	<b>(2,700)</b>	<b>(1,719)</b>				
<b>220 Administration</b>								
4080 HR & HS	0	1,360	1,622	262		262	83.9%	
4085 Payroll Services	0	0	1,855	1,855		1,855	0.0%	
4300 Mobile Phones	981	1,213	500	(713)		(713)	242.6%	
4305 Stationery	443	796	1,500	704		704	53.1%	
4310 Postage	0	118	500	382		382	23.6%	
4315 Bank Charges	110	(906)	1,500	2,406		2,406	(60.4%)	
4320 General Admin	821	2,653	8,800	6,147		6,147	30.2%	
4325 Office Equipment	140	644	500	(144)		(144)	128.7%	
4330 IT Equipment	79	21,010	3,000	(18,010)		(18,010)	700.3%	20,537
4335 IT Support & Website	1,167	10,907	6,000	(4,907)		(4,907)	181.8%	4,738
4340 Telephone & Broadband	201	799	1,500	701		701	53.3%	
4345 Pat Testing	0	0	500	500		500	0.0%	
4355 Premises (Running Costs)	0	0	10,000	10,000		10,000	0.0%	
4375 Marketing/Communications	0	0	2,000	2,000		2,000	0.0%	
4390 Waste & Recycling	177	790	2,500	1,710		1,710	31.6%	
4405 Annual Planting	0	0	5,000	5,000		5,000	0.0%	
4410 Flags	161	393	500	107		107	78.5%	
4415 Audit Fees	950	950	2,300	1,350		1,350	41.3%	
4420 Subscriptions	0	0	2,000	2,000		2,000	0.0%	
4430 Data Protection Officer	0	840	1,000	160		160	84.0%	
4435 General Maintenance	404	2,337	4,000	1,663		1,663	58.4%	
Administration :- Indirect Expenditure	5,635	43,904	57,077	13,173	0	13,173	76.9%	25,275
<b>Net Expenditure</b>	<b>(5,635)</b>	<b>(43,904)</b>	<b>(57,077)</b>	<b>(13,173)</b>				
6000 plus Transfer from EMR	0	25,275						
<b>Movement to/(from) Gen Reserve</b>	<b>(5,635)</b>	<b>(18,629)</b>						
<b>225 Council</b>								
4365 Legal Advice	0	0	500	500		500	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 4

## 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
4370 Election Costs	0	0	17,000	17,000		17,000	0.0%	
4380 Contingency	0	0	10,000	10,000		10,000	0.0%	
Council :- Indirect Expenditure	0	0	27,500	27,500	0	27,500	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(27,500)</b>	<b>(27,500)</b>				
<b>250 Grants &amp; Donations</b>								
4470 Annual Grants	0	10,510	20,000	9,490		9,490	52.5%	8,310
4480 Christmas Light Fund	0	0	2,000	2,000		2,000	0.0%	
4485 Food Poverty Fund	0	2,184	0	(2,184)		(2,184)	0.0%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	0	12,694	22,500	9,806	0	9,806	56.4%	8,310
<b>Net Expenditure</b>	<b>0</b>	<b>(12,694)</b>	<b>(22,500)</b>	<b>(9,806)</b>				
6000 plus Transfer from EMR	0	8,210						
6001 less Transfer to EMR	0	100						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(4,584)</b>						
<b>260 Astor Theatre</b>								
4471 DDC Astor 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
<b>Net Expenditure</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>				
<b>300 Town Hall</b>								
1100 Wedding Hire	270	4,390	10,000	5,610			43.9%	
1105 Chamber Hire	73	351	2,000	1,649			17.5%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	50	200	500	300			40.0%	
Town Hall :- Income	393	4,941	13,500	8,559			36.6%	0
4060 Official Car Lease	0	296	0	(296)		(296)	0.0%	
4070 Training	795	1,565	0	(1,565)		(1,565)	0.0%	770
4080 HR & HS	0	342	0	(342)		(342)	0.0%	
4345 Pat Testing	94	94	0	(94)		(94)	0.0%	
4360 Insurance	0	0	8,000	8,000		8,000	0.0%	
4400 Advertising	0	90	0	(90)		(90)	0.0%	
4420 Subscriptions	0	1,720	0	(1,720)		(1,720)	0.0%	
4500 Repairs & Maintenance	2,617	4,603	0	(4,603)		(4,603)	0.0%	
4505 Under Croft Cleaning	220	220	1,000	780		780	22.0%	
4510 Furniture & Equipment	0	0	1,000	1,000		1,000	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 4

## 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
4520 Boiler Service & Maint.	0	0	500	500		500	0.0%	
4525 Window Cleaning	190	190	1,000	810		810	19.0%	
4530 Gas	39	5,289	2,650	(2,639)		(2,639)	199.6%	
4535 Electricity	0	478	6,360	5,882		5,882	7.5%	
4540 Water	0	75	265	190		190	28.1%	
4550 TH Events	134	1,697	1,800	103		103	94.3%	
4710 Rates	1,119	4,476	0	(4,476)		(4,476)	0.0%	
4720 Licences	0	0	500	500		500	0.0%	
Town Hall :- Indirect Expenditure	<b>5,208</b>	<b>21,135</b>	<b>23,075</b>	<b>1,940</b>	<b>0</b>	<b>1,940</b>	<b>91.6%</b>	<b>770</b>
<b>Net Income over Expenditure</b>	<b>(4,815)</b>	<b>(16,194)</b>	<b>(9,575)</b>	<b>6,619</b>				
6000 plus Transfer from EMR	0	770						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,815)</b>	<b>(15,424)</b>						
<b>305 Police Office</b>								
1120 Police Office Rent	0	2,250	0	(2,250)			0.0%	
Police Office :- Income	<b>0</b>	<b>2,250</b>	<b>0</b>	<b>(2,250)</b>				<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>2,250</b>	<b>0</b>	<b>(2,250)</b>				
<b>310 VIC</b>								
1200 VIC Income	0	1	0	(1)			0.0%	
VIC :- Income	<b>0</b>	<b>1</b>	<b>0</b>	<b>(1)</b>				<b>0</b>
4605 Terminal Charges	66	208	500	292		292	41.7%	
VIC :- Indirect Expenditure	<b>66</b>	<b>208</b>	<b>500</b>	<b>292</b>	<b>0</b>	<b>292</b>	<b>41.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(66)</b>	<b>(207)</b>	<b>(500)</b>	<b>(293)</b>				
<b>410 Saturday Market</b>								
1410 Market Traders	3,345	12,422	35,000	22,578			35.5%	
Saturday Market :- Income	<b>3,345</b>	<b>12,422</b>	<b>35,000</b>	<b>22,578</b>			<b>35.5%</b>	<b>0</b>
4420 Subscriptions	0	60	500	440		440	12.0%	
4715 Profit Share	0	0	2,500	2,500		2,500	0.0%	
4730 Market General Costs	0	0	3,000	3,000		3,000	0.0%	
4735 Market Licence/Rates	0	0	1,750	1,750		1,750	0.0%	
4750 Road Closures	1,100	5,775	0	(5,775)		(5,775)	0.0%	
4760 Market Stewards	133	1,330	0	(1,330)		(1,330)	0.0%	
Saturday Market :- Indirect Expenditure	<b>1,233</b>	<b>7,165</b>	<b>7,750</b>	<b>585</b>	<b>0</b>	<b>585</b>	<b>92.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,112</b>	<b>5,257</b>	<b>27,250</b>	<b>21,993</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>420 Braderie Market</b>								
1415 Braderie stall holders	320	2,170	4,500	2,330			48.2%	
Braderie Market :- Income	<b>320</b>	<b>2,170</b>	<b>4,500</b>	<b>2,330</b>			<b>48.2%</b>	<b>0</b>
4400 Advertising	0	270	0	(270)		(270)	0.0%	
4705 Road Closure	0	0	700	700		700	0.0%	
4720 Licences	0	0	1,200	1,200		1,200	0.0%	
4725 First Aid	0	0	200	200		200	0.0%	
4740 Toilet Hire	0	0	300	300		300	0.0%	
Braderie Market :- Indirect Expenditure	<b>0</b>	<b>270</b>	<b>2,400</b>	<b>2,130</b>	<b>0</b>	<b>2,130</b>	<b>11.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>320</b>	<b>1,900</b>	<b>2,100</b>	<b>200</b>				
<b>500 Public Conveniences</b>								
4800 Public Conveniences	0	0	35,000	35,000		35,000	0.0%	
Public Conveniences :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>35,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(35,000)</b>	<b>(35,000)</b>				
<b>600 Allotments Golf Road</b>								
1500 Allotment Income	0	0	2,000	2,000			0.0%	
Allotments Golf Road :- Income	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>			<b>0.0%</b>	<b>0</b>
4500 Repairs & Maintenance	160	1,180	2,500	1,320		1,320	47.2%	
4540 Water	0	82	742	660		660	11.1%	
Allotments Golf Road :- Indirect Expenditure	<b>160</b>	<b>1,262</b>	<b>3,242</b>	<b>1,980</b>	<b>0</b>	<b>1,980</b>	<b>38.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(160)</b>	<b>(1,262)</b>	<b>(1,242)</b>	<b>20</b>				
<b>610 Allotments Park Ave</b>								
1500 Allotment Income	0	0	2,000	2,000			0.0%	
Allotments Park Ave :- Income	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>			<b>0.0%</b>	<b>0</b>
4500 Repairs & Maintenance	187	634	2,500	1,866		1,866	25.4%	
4540 Water	0	66	700	634		634	9.5%	
Allotments Park Ave :- Indirect Expenditure	<b>187</b>	<b>701</b>	<b>3,200</b>	<b>2,499</b>	<b>0</b>	<b>2,499</b>	<b>21.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(187)</b>	<b>(701)</b>	<b>(1,200)</b>	<b>(499)</b>				
<b>620 Allotments Mill Road</b>								
1500 Allotment Income	0	14	2,000	1,986			0.7%	
Allotments Mill Road :- Income	<b>0</b>	<b>14</b>	<b>2,000</b>	<b>1,986</b>			<b>0.7%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2023

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Repairs & Maintenance	140	575	2,500	1,925		1,925	23.0%	
4540 Water	92	133	742	609		609	17.9%	
Allotments Mill Road :- Indirect Expenditure	232	708	3,242	2,534	0	2,534	21.8%	0
<b>Net Income over Expenditure</b>	<b>(232)</b>	<b>(694)</b>	<b>(1,242)</b>	<b>(548)</b>				
<b>700 Town Events</b>								
5005 Town Hall Promotions	0	0	200	200		200	0.0%	
5010 Heritage Day	0	0	200	200		200	0.0%	
5015 Christmas Events	0	0	200	200		200	0.0%	
5020 Mayoral Ceremonial Event	0	0	200	200		200	0.0%	
5025 International Woman's Day	0	0	200	200		200	0.0%	
5030 Charter Day	0	0	500	500		500	0.0%	
5035 Holocaust Memorial Day	0	0	200	200		200	0.0%	
Town Events :- Indirect Expenditure	0	0	1,700	1,700	0	1,700	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,700)</b>	<b>(1,700)</b>				
<b>800 Cycle Friendly</b>								
4475 Special Projects	0	3,720	0	(3,720)		(3,720)	0.0%	
5515 Container Hire	236	236	0	(236)		(236)	0.0%	236
Cycle Friendly :- Indirect Expenditure	236	3,956	0	(3,956)	0	(3,956)		236
<b>Net Expenditure</b>	<b>(236)</b>	<b>(3,956)</b>	<b>0</b>	<b>3,956</b>				
6000 plus Transfer from EMR	236	236						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(3,720)</b>						
<b>900 Projects</b>								
4385 Town Signage	1,167	1,167	0	(1,167)		(1,167)	0.0%	
Projects :- Indirect Expenditure	1,167	1,167	0	(1,167)	0	(1,167)		0
<b>Net Expenditure</b>	<b>(1,167)</b>	<b>(1,167)</b>	<b>0</b>	<b>1,167</b>				
<b>Grand Totals:- Income</b>	<b>4,682</b>	<b>311,777</b>	<b>535,462</b>	<b>223,685</b>			<b>58.2%</b>	
<b>Expenditure</b>	<b>44,011</b>	<b>161,268</b>	<b>549,471</b>	<b>388,203</b>	<b>0</b>	<b>388,203</b>	<b>29.3%</b>	
<b>Net Income over Expenditure</b>	<b>(39,329)</b>	<b>150,509</b>	<b>(14,009)</b>	<b>(164,518)</b>				
plus Transfer from EMR	236	34,491						
less Transfer to EMR	0	100						
<b>Movement to/(from) Gen Reserve</b>	<b>(39,093)</b>	<b>184,900</b>						



**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members  
**From:** Mr P Bone – Responsible Finance Officer  
**Date:** 12 September 2023  
**Subject:** Annual Grants 2023-24 Round 1

---

**Annual Grants 2022-23 – Round 1.**

The Grants sub-Committee met on 11th September and considered a total of 20 grant applications that had been submitted and validated.

**Applications received:**

7 Small Grants (Up to £500) totalling £3,056.16

13 Large Grants (£501 to £1,000) totalling £12,680.00

Total value £15,736.16

**Budget:**

The budget for 2023-24 has been set at £20,000.

A maximum of 50% of the budget can be allocated to Large Grants (£501 to £1,000)

The Grants Subcommittee considered all the applications and then scored them using the approved score sheets.

The maximum score that can be achieved is 33 (including 3 bonus points). A minimum of 50% of the available score must be achieved for funding to be recommended.

3 of the applications were rejected as not meeting the validation criteria and 1 was deferred to round 2 requesting further details about their organisation.

**Recommendations:**

Please see below the recommendations to the Finance & General Purposes Committee from the Grants Sub-committee.

**Small Grants (Up to £500)**

- ***The History Project*** - Grant requested: £780 to help launch a history club that would meet for two hours every two weeks. The grant to be used to cover volunteer expenses.

***Recommendation:*** The Grants Subcommittee scored the application at 17 and recommends a grant payment of £100 to be used towards marketing costs.

- **Deal Music & Arts Ltd** - Grant requested: £1,000 to contribute to setting up a weekly music centre including venue hire and tutor fees.

*Recommendation:* The Grants Subcommittee scored the application at 21 and recommends **a grant payment of £500 as a contribution to the schools program.**

- **Deal Community Carnival Association** - Grant requested: £1,000 to contribute to organising and running the Deal Winter Carnival.

*Recommendation:* The Grants Subcommittee scored the application at 19 and recommends **a grant payment of £500 as a contribution towards the cost of Insurance and road closures.**

- **Warden House Primary School** - Grant requested: £1,000 to contribute to organising the annual Firework Display

*Recommendation:* The Grants Subcommittee scored the application at 20 and recommends **a grant payment of £500 as a contribution towards the cost of organising the annual Firework Display**

- **Treetops Pre-School** - Grant requested: £476.16 for fence panels, planters, Chalk Boards and Chalk to provide a safe outdoor creative space.

*Recommendation:* The Grants Subcommittee scored the application at 26 and recommends **a full grant payment of £476.16 for fence panels, planters, Chalk Boards and Chalk to provide a safe outdoor creative space.**

- **Deal & Sandwich Primary Care Network** - Grant requested: £250 contribution to help provide a peer support group for Parkinson patients.

*Recommendation:* The Grants Subcommittee scored the application at 23 and recommends **a full grant payment of a £250 contribution to help provide a peer support group for Parkinson patients.**

- **Deal Film Festival** - Grant requested: £500 contribution to help purchase a new PA system.

*Recommendation:* The Grants Subcommittee scored the application at 21 and recommends **a full grant payment of £500 as a contribution to help purchase a new PA system.**

- **Give it a go Bingo** - Grant requested: £500 contribution to help purchase new tables for use at the St Leonards Social Centre.

*Recommendation:* The Grants Subcommittee scored the application at 19 and recommends **a full grant payment of £500 as a contribution to help purchase new tables for use at the St Leonards Social Centre subject to the centre agreeing to store them and make them available to other organisations at the centre.**

- **Lets go Escargot CiC** - Grant requested: £500 contribution to put on a French Market in Deal at the Town Hall.

*Recommendation:* The Grants Subcommittee scored the application at 19 and recommends **a grant payment of £119 as a contribution to cover room hire at the Town Hall.**

## Large Grants (£501 to £1,000)

- **Deal Speaking up Group** - Grant requested: £1,000 to install an accessible swing at the North Deal Park.

*Recommendation:* The Grants Subcommittee scored the application at 21 and recommends **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.**

- **The Deal Rotary Ice Breakers** - Grant requested: £1,000 to upgrade their PA system and contribution to advertising and marketing for the event.

*Recommendation:* The Grants Subcommittee scored the application at 20 and recommends **a grant payment of £540 as a contribution to be used towards the purchase of a new PA system.**

- **Astor Community Arts Trust** - Grant requested: £1,000 to purchase and install blackout blinds to the Function Room and Grieg Studio.

*Recommendation:* The Grants Subcommittee scored the application at 21 and recommends **a grant payment of £650 to be used to purchase and install blackout blinds to the Function Room.**

- **Cinque Ports Football Club** - Grant requested: £1,000 to purchase rechargeable floodlights.

*Recommendation:* The Grants Subcommittee scored the application at 17 and recommends **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.**

- **Deal Maritime & Local History Museum** - Grant requested: £1,000 to purchase safety glass film for display cabinets.

*Recommendation:* The Grants Subcommittee scored the application at 23 and recommends **a full grant payment of £1,000 to be used to purchase safety glass film for display cabinets.**

- **St Andrews Church** - Grant requested: £1,000 to purchase and install a defibrillator to be fixed to the outside of the Church.

*Recommendation:* The Grants Subcommittee scored the application at 21 and recommends **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.**

The recommended Grant payments above now total:

9 Small Grants (Up to £500) totalling £2,945.16.

6 Large Grants (£501 to £1,000) totalling £5,090.00.

**Total value £8,035.16**

## Decisions required:

Members to consider the above recommendations.



**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members  
**From:** Mr P Bone – Responsible Finance Officer  
**Date:** 12 September 2023  
**Subject:** Town Car.

---

The Town Car is leased from Shogun Vehicle Leasing on a 4 year term.

The term comes to an end on 28/10/2023.

At the end of the term, there is no purchase option.

The options open to the Council at the end of the term are to hand the vehicle back or extend the term.

The vehicle has only covered 5,250 miles from the term allowance of 24,000 miles.

The vehicle is a petrol plug in hybrid.

The Council's carbon reduction strategy includes calls for 'exploring what are the best options when the contract is ready for renewal.'

The current rental is £296.20 per month plus VAT.

Officers have reviewed the options currently available and have established that the current vehicle lease can be extended by another 12 months for an additional £18.60 per month.

By extending the lease period on the current vehicle, the Council would not be adding a new carbon footprint associated with purchasing/leasing a new fully electric vehicle.

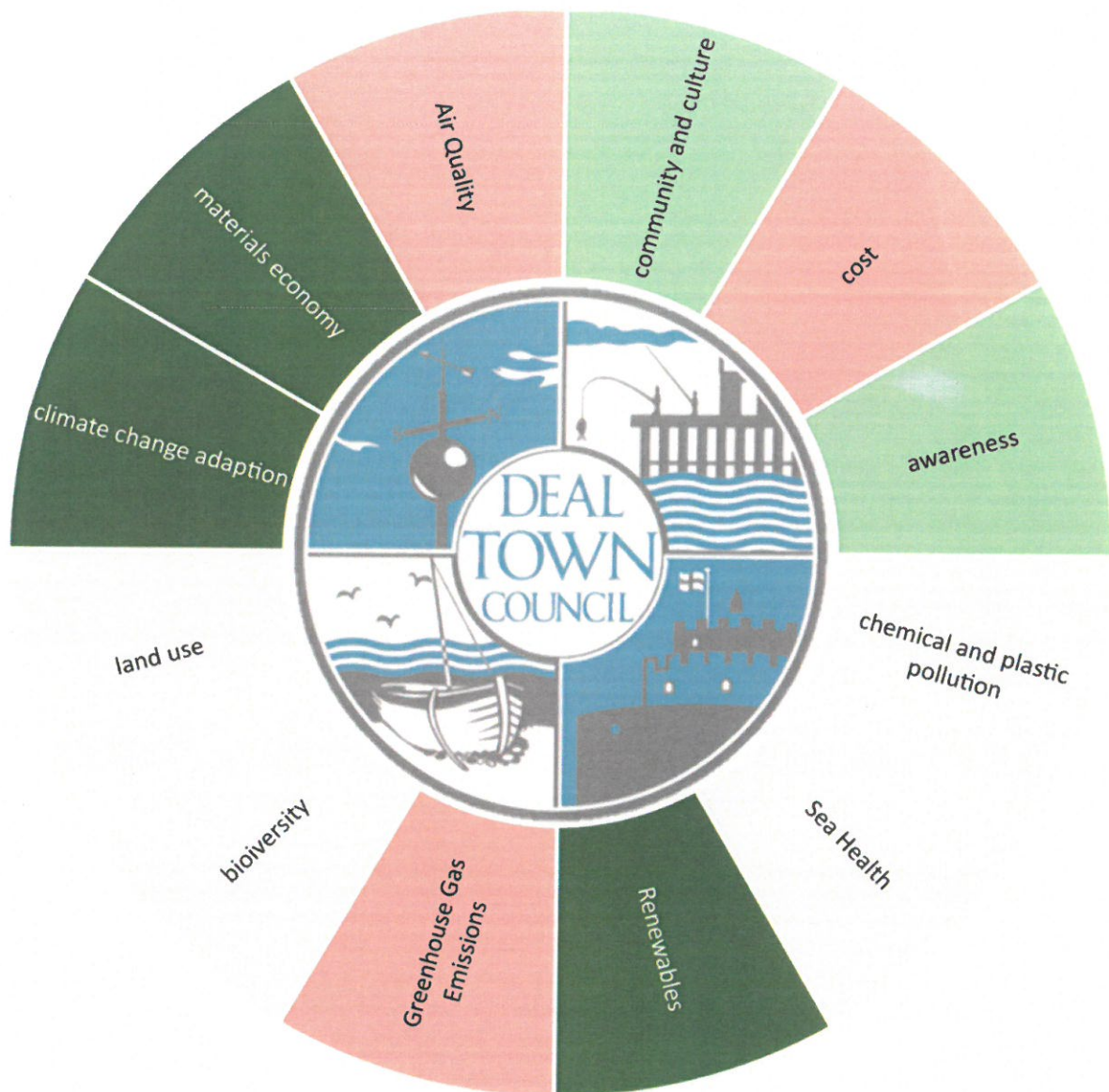
### **Recommendation**

Members are asked to consider and agree extending the current lease period by 12 months and to review again 3 months prior to the term ending.

### **Decisions required:**

Members to consider the above recommendation.

# Town Car 2023-2024



long lasting  
positive impact



short term or  
limited  
positive impact



no known  
impact



short term or  
limited  
negative impact



long lasting  
negative impact

Sept 2023

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members  
**From:** Mr P Bone – Responsible Finance Officer  
**Date:** 12 September 2023  
**Subject:** Undercroft Hire.

---

In November 2022 this committee accepted a recommendation from the Market Officer to:

*Allow 12 stalls each week at £10 per week in the Undercroft on Saturdays (This would include 1 6ft table). These will be for regular traders and managed in the same way as the other 36 regular traders.*

*To allow an additional 3 tables for charities/local organisations to be used for free. The number of tables for the charities/local organisations to be increased if the space is not being used by paying traders.*

*To stop the dedicated pitch on the Saturday Market which was put in place whilst the Undercroft was closed. These changes to start from January 2023.*

Due to a number of staffing issues and having to use temporary cover for the market, it was not possible to trial these changes.

A review of this proposal has just been carried out between the Town Clerk, Market Officer and R.F.O. At the review, taking into account feedback from the charities who used to book the Undercroft, Officers are now recommending that this committee agrees to cancel the trial and revert to the previous hire system that had worked well in the past.

A copy of the Charity / Local Organisation Undercroft Rules that would be reinstated is attached for your information.

**Recommendation**

To agree that from 1<sup>st</sup> October the Undercroft Hire reverts back to the 2022 rules as attached.

**Decisions required:**

Members to consider the above recommendation.

## Charity / Local Organisation Undercroft Rules

- The Undercroft must be booked via Deal Town Council's Appointed Officer.
- The Undercroft is only available for hire by charitable organisations for tabletop sales and is solely hired to the person, society, committee, or other person responsible for the proposed collection or sale. Under no circumstances is the Undercroft to be sub-let to another organisation or private seller.
- Times of use are between 8am and 1pm.
- A fee of £25.00 per date is required at the time of confirmation. This will be done via bank transfer and details will be sent to you on confirmation of your booking.
- No refunds will be given, but the booking may be transferred to another available date subject to council approval.
- Tables will be arranged in a set format by a Deal Town Council Officer and must only be moved by a member of Deal Town Council staff to comply with Health and Safety regulations.
- All sale items are to be contained on or within the table space provided. Under no circumstances must anything be placed anywhere else within the Undercroft e.g., gates, window frames, doorways, or benches. The hirer must only sell goods or services for which they have permission. The sale of guns, crossbows, axes, swords, or knives is not permitted.
- No advertising materials such as posters, banners, bunting or decorations should be attached to Deal Town Council property, including gates, walls, windows, doors, pillars, and noticeboards.
- All refuse must be removed, and the Undercroft left tidy, goods must be packed away and **the hirer offsite by 1pm.**
- The hirer must have valid public liability insurance.
- If the hirer handles and sells food at the event they are required to do so safely.
- A DDC application for a permit to make a street collection or sale must be completed under the Local Government Act 1972 once your booking has been confirmed. The hirer will be responsible for doing this and will have to show proof before the date.
- Smoking and vaping in the Undercroft is strictly prohibited.
- Failure to adhere to these conditions may result in future bookings being refused.
- Deal Town Council has a zero tolerance for unacceptable behavior towards our staff. Violence against staff is a crime, and threatening or violent behavior, which is rare, will not be tolerated in any form whatsoever.

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members  
**From:** Mr P Bone – Responsible Finance Officer  
**Date:** 12 September 2023  
**Subject:** City of Sanctuary Grants.

---

At the July meeting of Full Council, the following resolution was passed:

*To have a separate budget of £2,000 allocated from the General Reserve for a new grant stream to promote community cohesion and support asylum seekers and refugees within the Deal Wards. The R.F.O and appropriate officers to produce draft guidelines for this new grant stream to be considered by the Finance and General Purposes Committee.*

Since then, the Town Clerk, R.F.O. and Communications Officer have met with representatives from the Samphire Project and KRAN to gain additional information that has proven useful in putting together the attached documents.

Please find attached a copy of the Draft Grant Guidelines, Application Form and Score sheet.

**Recommendation**

Members are asked to consider and agree the Draft Grant Guidelines, Application Form and Score sheet for the City of Sanctuary Grant stream.

**Decisions required:**

Members to consider the above recommendation.





---

# **DEAL TOWN GRANT FUND**

**Deal – A City of Sanctuary**

**Purpose: - To promote community cohesion and support  
asylum seekers, migrants and refugees within the Deal  
Wards**

## Introduction

Deal Town Council has committed to becoming a 'City of Sanctuary'. Within this commitment the Council has resolved the following:-

*Deal Town Council is committed to welcoming asylum seekers and refugees to Deal.*

And

*To ensure that all council policies and strategies do not disadvantage refugees and asylum seekers to the town.*

To assist with these commitments, Deal Town Council has agreed to provide a new Grant Stream with a budget of £2,000 for the year 2023/24

### **GENERAL GRANT AID GUIDELINES**

1. Deal Town Council will consider applications for financial assistance for projects that promote community cohesion and support asylum seekers, migrants, and refugees within the Deal Wards.
2. Deal Town Council will consider applications for projects that provide financial assistance or support to asylum seekers, migrants, and refugees in the Deal Wards from any of the following.
  - a) Not for profit local organisations and community groups based in Deal or with a substantial number of beneficiaries in Deal.
  - b) Registered charities based in Deal or with a substantial number of beneficiaries in Deal.
  - c) Private businesses may, in exceptional circumstances, apply for financial support for projects which are clearly for the support of asylum seekers, migrants, and refugees in the Deal Wards.
  - d) Families looking after asylum seekers, migrants, and refugees in the Deal Wards.
  - e) asylum seekers, migrants, and refugees in the Deal Wards themselves.
3. Applications must be made in writing to the Responsible Finance Officer.



4. The application must clearly demonstrate how the project will provide financial assistance or support asylum seekers, migrants, and refugees in the Deal Wards.
5. Grants are limited to only one award per organisation/person per year.
6. Grants will not be awarded for specifically religious or party political purposes.
7. Grants may only be used by the applicant for the named project and cannot be used to support payments by way of grant or donation to any other individuals.

## **1. ELIGIBILITY**

These organisations may apply:

- a) Not for profit local organisations and community groups based in Deal or with a substantial number of beneficiaries in Deal.
- b) Registered charities based in Deal or with a substantial number of beneficiaries in Deal.
- c) Private businesses may, in exceptional circumstances, apply for financial support for projects which are clearly for the support of asylum seekers, migrants, and refugees in the Deal Wards.
- d) Families looking after asylum seekers, migrants, and refugees in the Deal Wards.
- e) Asylum seekers, migrants, and refugees in the Deal Wards themselves.
- f) Deal Town Councillors may apply on behalf of any of the above.

## **2. GRANT AWARD**

The maximum grant award will be determined by the Finance and General Purposes Committee.

## **3. HOW TO APPLY**

Applications may be made in writing to the Responsible Finance Officer by:-

Email: [RFO@deal.gov.uk](mailto:RFO@deal.gov.uk)

Post: The Responsible Finance Officer, Town Hall, High Street Deal. CT14 6TR

Applications will be considered by the Town Clerk in liaison with the R.F.O. and the Chairperson of Deal Town Council.

## **4. PAYMENT**

Successful applications will be paid by bank transfer within 5 working days of decision.

### **General Grant Conditions**

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

# Deal Town Council

## Deal – A City of Sanctuary Grant 2023-24

### Appendix 1a City of Sanctuary Grant Application Form

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

<b>1. Your Name or Organisation</b>		
Name of person, Business, School or organisation (if applicable)		
Contact name and position in organisation	NAME:  POSITION:	
Contact details	ADDRESS:  TEL:  EMAIL:	
Registered charity / CIO	YES/NO:	Charity No:
Co. Ltd by Guarantee or CIC	YES/NO:	Company No:
Community Group, Club or Association	YES/NO:	Details:
Other	YES/NO:	Details:
Have you received a grant within the last 3 years from Deal Town Council?		YES/NO:
	Year	Amount

If YES please provide information		
<b>2. Your Project</b>		
Please describe your project or activity. What will you do? Where? How?		
What is the proposed start and finish date?	<b>START:</b>	<b>FINISH:</b>
What will be the impact on the one or more asylum seekers, migrants or refugees?		
How will you know if you have succeeded?		
If yes, do all the beneficiaries live in the Wards of Deal Town?		
Explain what a Deal Town Council grant would be used for, if awarded.		

Any additional information you think will help explain the need for this grant.		
<b>3. Financial Details</b>	<b>Item</b>	<b>£</b>
Please give the <b>FULL</b> cost of your project. Continue on a separate sheet if necessary		
	<b>Total cash cost</b>	<b>£</b>
If applicable, how many volunteer hours are involved?		

Please list any other 'in kind' contributions and value in £.		
Please give details of other funding applied for <b>but not yet secured</b>	<b>Funding applied from</b>	
		£
		£
Please give details of other funding <b>already secured</b>	<b>Funding received from</b>	
		£
		£
		£
Please give details of any cash contribution from yourself or your organisation		£
<b>How much grant are you requesting from Deal Town Council?</b>		£

### Grant Conditions

- i. *The grant can only be used for the purpose stated in the application. Deal Town Council reserves the right to reclaim any grant not being used for the specified project/activity.*
- ii. *The maximum grant awarded will be determined by the Finance & General Purposes Committee.*
- iii. *Organisations are responsible for ensuring that they comply with all legal and statutory requirements.*
- iv. *To be eligible for a grant an organisation shall not discriminate on the grounds of racial origin, gender, disability, age (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion*
- v. *If applicable, acknowledgment of the grant received from Deal Town Council is required on documentation, on promotional literature, websites and on*



*social media. The Deal Town Council logo will be supplied on request for this purpose.*

- vi. Deal Town Council will monitor the use of the grant through the Grant Monitoring Form. No further applications will be accepted if there is an outstanding Grant Monitoring Form.*
- vii. Organisations and individuals must contact Deal Town Council before disposing of any equipment or resources purchased or part purchased with Deal own Council grant within 3 years of receiving a grant.*
- viii. Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.*

#### **4. Declaration.**

*I declare that the information given is correct*

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

**Signed .....**

**Date .....**

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

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



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

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

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

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

## Appendix 1b

See below the **A City of Sanctuary Grant** score sheet (for applicants' information only)

<b>A City of Sanctuary Grant - SCORE SHEET</b>			
<b>Your Name or Organisation:</b>			
Please score on 1-5 scale (1=weak 5=excellent) PLUS you can award up to 3 Bonus Points if appropriate			
Criteria	Score 1-5	Bonus	Comments
1. How well does the project meet the needs of providing support to one or more asylum seekers, migrants or refugees in the Deal Wards			
2. Is the project well designed?			
3. Impact – how many asylum seekers, migrants or refugees in the Deal Wards will the project support?			
4. Is the budget reasonable? Have costs been properly explored?			
5. Is there a suitable level of match funding and/or volunteer time?			

6. Does the project seek to promote awareness to others about the needs of asylum seekers, migrants or refugees in the Deal Wards			
---	--	--	--

This score sheet will be completed by the Town Clerk and R.F.O.

POINTS OUT OF **38** .....

### **Grant Award:**

Applications must receive 50% (19 points) or above to be considered for a grant award.

The level of funding will be agreed by the Town Clerk in liaison with R.F.O. and the Chairperson of Deal Town Council.

Amount of award decided: £.....

Signature: ..... Date: .....  
Town Clerk.

Date applicant advised of decision: .....

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members  
**From:** Mr P Bone – Responsible Finance Officer  
**Date:** 12 September 2023  
**Subject:** IT Contract.

---

**For Information Only**

At the July meeting of this committee a request was made that the R.F.O. brings to this committee details of the monthly charges from the Council's approved IT support partner.

Please see attached the report from ADM, the Council's approved IT support partner.

**Recommendation**

To note the report

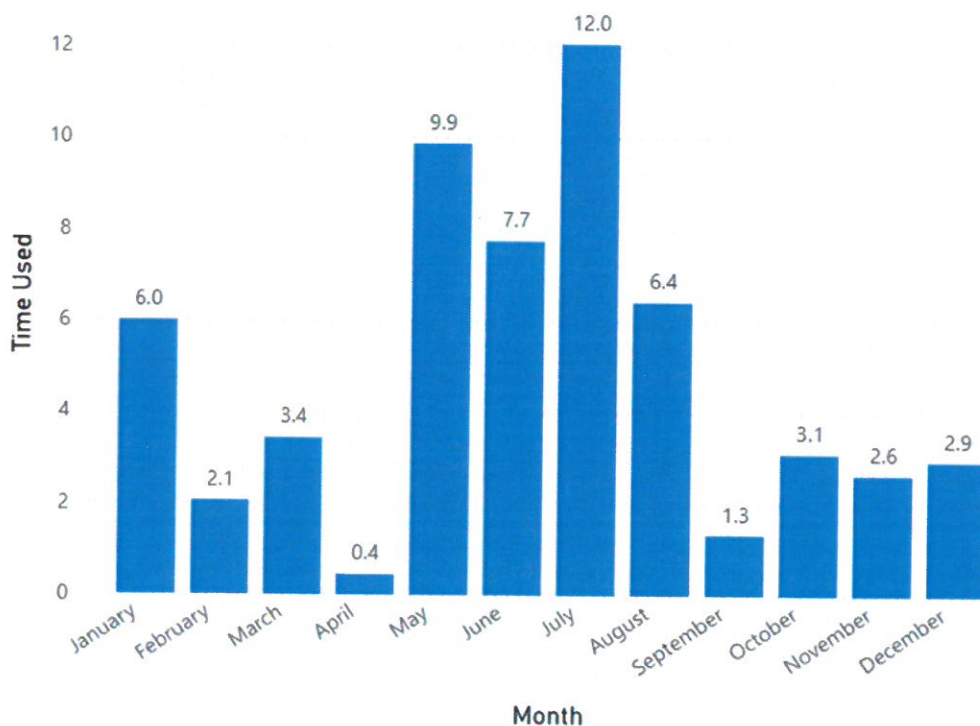
**Decisions required:**

Members to consider the above recommendation.

## ADM Monthly charges to Deal Town Council

### Monthly services:

- ADM Hosted Server (including backup, storage, AV and monitoring): **£150 per month.**
- VDSL 76mbps down 19 mbs up: **£42.25 per month.**
- Exclaimer cloud 365 (signatures): **£15 per month.**
- Barracuda Mailsafe Advanced (Email filtering & security): **£80 per month.**
- Guarddog workstation monitoring: **£26 per month.**
- Open DNS (web protection): **£42.50 per month.**
- ADM Support agreement, budgeted at 4.13 hours per month, with 8.7 hours logged per month since review: **£330 per month.**
  - o Previous 12 months saw 4.825 hours logger per month, against the budgeted 4.13 hours per month. There were also 5.84 hours logged free of charge, which have not been included in the hours logged. Previous 12 months usage graph below (does not include free of charge time):



## ADM Annual charges to Deal Town Council

- Microsoft licensing
- Sophos (Anti-virus)
- WatchGuard firewall

(These are not included in the monthly breakdown below as must be paid annually.)