

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

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



Paul Bone

Responsible Finance Officer

Date: 14 November 2023

AGENDA

1	Chairperson's opening remarks:	Chairperson
2	Apologies for absence:	
3	Declarations of interest: To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
4	Public Participation and Statements received: For Councillor information: Members of the public may make representations, answer questions and give evidence at the meeting in respect of the business on the agenda. This shall not exceed 15 minutes.	
5	The minutes of the previous Finance & General Purposes Committee meeting held on 19th September 2023 for approval and signing: Decision required.	Attach. 2
6	Finance: Income & Expenditure figures and Full Bank reconciliation to 31st October 2023: – Information to note.	Attach. 3
7	Grants: i) Annual Grants 2023/24 Round 2: - Recommendations from the Grants Subcommittee: - Decisions Required ii) Green Grants 2023/24 Round 1: - Recommendation from the Grants Subcommittee: - Decision Required	Attach. 4 Attach. 5
8	Saturday Market: i) Market Officers report & 2-year Market Plan 2024/25: - Decisions Required ii) Electricity at the Saturday Market: - Decision Required	Attach. 6 Attach. 7
9	Allotments: i) Allotment Officers report: - Decisions Required ii) Climate Action Allotment Review: - Decisions Required iii) Livestock rules for Allotments: - Decisions Required	Attach. 8 Attach. 9 Attach. 10
10	Town Hall Disabled access: Decision Required	Attach. 11
11	Investments: - Decision Required	Attach. 12
12	Annual Return – External Auditors report: - Information to note.	Attach. 13
	Resolution to exclude the public: Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature.	
13	Saturday Market: - Trader's breach of agreement: - Decision Required	Attach. 14
14	Draft Budget 2024: - Decisions Required	Attach. 15
	Date of next F&GP Committee meeting: 23 rd January 2023	

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

Declarations of Interest

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.

	<ul style="list-style-type: none"> • <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>	R.F.O./ Chairperson of FG&P/ Chairperson of the Environment Committee
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>	Officers
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>	R.F.O. Town Clerk/ Chairperson of the Environment Committee
11	<p>IT Contract Information regarding the charges from the Council’s approved IT support partner: Following debate, members RESOLVED: To note the report.</p> <p>(P) ME (S) SC All agreed.</p>	
	Meeting closed at 7.45pm	
	Date of the next meeting: 21 st November 2024	

Deal Town Council
Bank Reconciliation Statement as at 31/10/2023
for Cashbook 1 - Nat West Combined A/C's

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Nat West Current A/C	31/10/2023		100.00
Nat West Deposit A/C	31/10/2023		609,393.61
			609,493.61
Unpresented Cheques (Minus)		Amount	
26/10/2023	008936	ROYAL BRITISH LEGION POPPY APP	220.00
			220.00
			609,273.61
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			609,273.61
		Balance per Cash Book is :-	609,273.61
		Difference is :-	0.00

Deal Town Council
Bank Reconciliation Statement as at 31/10/2023
for Cashbook 2 - Nat West Mayors Charity Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Mayor's Charity A/C	31/10/2023		4.56
			4.56
Unpresented Cheques (Minus)		Amount	
		0.00	
			0.00
			4.56
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			4.56
		Balance per Cash Book is :-	4.56
		Difference is :-	0.00

Deal Town Council
Bank Reconciliation Statement as at 31/10/2023
for Cashbook 3 - Prepaid Card

Bank Statement Account Name (s)	Statement Date	Page No	Balances
PRE-PAID CARD	31/10/2023		218.74
			218.74
Unpresented Cheques (Minus)		Amount	
		0.00	0.00
			218.74
Receipts not Banked/Cleared (Plus)			
		0.00	0.00
			218.74
		Balance per Cash Book is :-	218.74
		Difference is :-	0.00

Deal Town Council
Bank Reconciliation Statement as at 31/10/2023
for Cashbook 4 - Town Hall Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	31/10/2023		10.47
			10.47
Unpresented Cheques (Minus)		Amount	
		0.00	0.00
			10.47
Receipts not Banked/Cleared (Plus)			
		0.00	0.00
			10.47
		Balance per Cash Book is :-	10.47
		Difference is :-	0.00

Deal Town Council

Detailed Income & Expenditure by Budget Heading 31/10/23

Month No: 7

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
<u>100 General Income</u>								
1076 Precept	0	475,932	475,262	(670)			100.1%	
1080 Bank Interest	826	4,168	1,200	(2,968)			347.4%	
1999 Misc. Income	0	49,817	0	(49,817)			0.0%	
General Income :- Income	826	529,918	476,462	(53,456)			111.2%	0
Net Income	826	529,918	476,462	(53,456)				
<u>200 Staff Costs</u>								
4000 Salaries Gross	24,961	125,724	300,000	174,276		174,276	41.9%	
4010 Salaries Employers Pension	7,088	41,538	20,000	(21,538)		(21,538)	207.7%	
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	310	442	100	(342)		(342)	441.6%	
4080 HR & HS	0	1,360	1,621	261		261	83.9%	
4085 Payroll Services	0	1,100	0	(1,100)		(1,100)	0.0%	
4090 Staff Recruitment	0	0	750	750		750	0.0%	
Staff Costs :- Indirect Expenditure	32,359	170,164	349,571	179,407	0	179,407	48.7%	0
Net Expenditure	(32,359)	(170,164)	(349,571)	(179,407)				
<u>205 Official Car</u>								
4060 Official Car Lease	1,937	3,418	3,564	146		146	95.9%	
4065 Official Car Fuel	0	130	500	370		370	25.9%	
Official Car :- Indirect Expenditure	1,937	3,548	4,064	516	0	516	87.3%	0
Net Expenditure	(1,937)	(3,548)	(4,064)	(516)				
<u>210 Civic</u>								
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	0	130	5,950	5,820	0	5,820	2.2%	0
Net Expenditure	0	(130)	(5,950)	(5,820)				

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Detailed Income & Expenditure by Budget Heading 31/10/23

Month No: 7

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
<u>215 Mayor's Budget</u>								
4210 Hospitality	60	1,012	1,500	488		488	67.5%	
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	60	1,221	2,700	1,479	0	1,479	45.2%	0
Net Expenditure	(60)	(1,221)	(2,700)	(1,479)				
<u>220 Administration</u>								
4065 Official Car Fuel	6	6	0	(6)		(6)	0.0%	
4080 HR & HS	0	1,360	1,622	262		262	83.9%	
4085 Payroll Services	487	487	1,855	1,368		1,368	26.2%	
4300 Mobile Phones	81	1,476	500	(976)		(976)	295.2%	
4305 Stationery	348	1,160	1,500	340		340	77.4%	
4310 Postage	423	606	500	(106)		(106)	121.2%	
4315 Bank Charges	105	(579)	1,500	2,079		2,079	(38.6%)	
4320 General Admin	705	4,799	8,800	4,001		4,001	54.5%	295
4325 Office Equipment	135	1,078	500	(578)		(578)	215.6%	
4330 IT Equipment	47	21,065	3,000	(18,065)		(18,065)	702.2%	20,537
4335 IT Support & Website	685	12,849	6,000	(6,849)		(6,849)	214.1%	4,738
4340 Telephone & Broadband	193	1,471	1,500	29		29	98.1%	
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	178	1,377	2,500	1,123		1,123	55.1%	
4405 Annual Planting	2,459	2,459	5,000	2,541		2,541	49.2%	
4410 Flags	0	841	500	(341)		(341)	168.1%	
4415 Audit Fees	1,365	2,315	2,300	(15)		(15)	100.7%	
4420 Subscriptions	368	368	2,000	1,633		1,633	18.4%	
4430 Data Protection Officer	0	840	1,000	160		160	84.0%	
4435 General Maintenance	74	3,925	4,000	75		75	98.1%	1,514
4720 Licences	57	57	0	(57)		(57)	0.0%	
Administration :- Indirect Expenditure	7,714	57,959	57,077	(882)	0	(882)	101.5%	27,084
Net Expenditure	(7,714)	(57,959)	(57,077)	882				
6000 plus Transfer from EMR	0	27,084						
Movement to/(from) Gen Reserve	(7,714)	(30,875)						

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Detailed Income & Expenditure by Budget Heading 31/10/23

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR	Transfer
<u>225 Council</u>								
4365 Legal Advice	0	0	500	500		500	0.0%	
4370 Election Costs	13,997	13,997	17,000	3,003		3,003	82.3%	
4380 Contingency	0	0	10,000	10,000		10,000	0.0%	
Council :- Indirect Expenditure	13,997	13,997	27,500	13,503	0	13,503	50.9%	0
Net Expenditure	(13,997)	(13,997)	(27,500)	(13,503)				
<u>250 Grants & Donations</u>								
4470 Annual Grants	1,000	18,045	20,000	1,955		1,955	90.2%	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	1,000	20,229	22,500	2,271	0	2,271	89.9%	8,310
Net Expenditure	(1,000)	(20,229)	(22,500)	(2,271)				
6000 plus Transfer from EMR	0	8,210						
6001 less Transfer to EMR	0	100						
Movement to/(from) Gen Reserve	(1,000)	(12,119)						
<u>260 Astor Theatre</u>								
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
Net Expenditure	0	(5,000)	0	5,000				
<u>300 Town Hall</u>								
1100 Wedding Hire	300	6,080	10,000	3,920			60.8%	
1105 Chamber Hire	241	772	2,000	1,228			38.6%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	25	275	500	225			55.0%	
Town Hall :- Income	566	7,127	13,500	6,373			52.8%	0
4060 Official Car Lease	0	296	0	(296)		(296)	0.0%	
4070 Training	0	1,565	0	(1,565)		(1,565)	0.0%	770
4080 HR & HS	0	342	0	(342)		(342)	0.0%	
4345 Pat Testing	0	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	1,745	0	(1,745)		(1,745)	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/10/23

Month No: 7

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	709	7,249	0	(7,249)		(7,249)	0.0%	1,566
4505 Under Croft Cleaning	0	440	1,000	560		560	44.0%	
4510 Furniture & Equipment	0	0	1,000	1,000		1,000	0.0%	
4520 Boiler Service & Maint.	0	0	500	500		500	0.0%	
4525 Window Cleaning	0	190	1,000	810		810	19.0%	
4530 Gas	148	5,512	2,650	(2,862)		(2,862)	208.0%	
4535 Electricity	1,683	2,161	6,360	4,199		4,199	34.0%	
4540 Water	0	156	265	109		109	58.9%	
4550 TH Events	0	1,697	1,800	103		103	94.3%	
4710 Rates	1,119	7,833	0	(7,833)		(7,833)	0.0%	
4720 Licences	180	180	500	320		320	36.0%	
Town Hall :- Indirect Expenditure	3,839	29,551	23,075	(6,476)	0	(6,476)	128.1%	2,336
Net Income over Expenditure	(3,273)	(22,424)	(9,575)	12,849				
6000 plus Transfer from EMR	0	2,336						
Movement to/(from) Gen Reserve	(3,273)	(20,087)						
<u>305 Police Office</u>								
1120 Police Office Rent	2,250	6,750	0	(6,750)			0.0%	
Police Office :- Income	2,250	6,750	0	(6,750)				0
Net Income	2,250	6,750	0	(6,750)				
<u>310 VIC</u>								
1200 VIC Income	0	1	0	(1)			0.0%	
VIC :- Income	0	1	0	(1)				0
4605 Terminal Charges	48	354	500	146		146	70.8%	
VIC :- Indirect Expenditure	48	354	500	146	0	146	70.8%	0
Net Income over Expenditure	(48)	(353)	(500)	(147)				
<u>410 Saturday Market</u>								
1410 Market Traders	3,115	21,997	35,000	13,003			62.8%	
Saturday Market :- Income	3,115	21,997	35,000	13,003			62.8%	0
4420 Subscriptions	0	60	500	440		440	12.0%	
4500 Repairs & Maintenance	0	11	0	(11)		(11)	0.0%	
4715 Profit Share	0	0	2,500	2,500		2,500	0.0%	
4730 Market General Costs	500	1,140	3,000	1,860		1,860	38.0%	
4735 Market Licence/Rates	0	0	1,750	1,750		1,750	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/10/23

Month No: 7

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
4750 Road Closures	1,375	8,525	0	(8,525)		(8,525)	0.0%	
4760 Market Stewards	0	1,432	0	(1,432)		(1,432)	0.0%	
Saturday Market :- Indirect Expenditure	1,875	11,167	7,750	(3,417)	0	(3,417)	144.1%	0
Net Income over Expenditure	1,240	10,830	27,250	16,420				
<u>420 Braderie Market</u>								
1415 Braderie stall holders	0	3,215	4,500	1,285			71.4%	
Braderie Market :- Income	0	3,215	4,500	1,285			71.4%	0
4400 Advertising	0	270	0	(270)		(270)	0.0%	
4705 Road Closure	0	0	700	700		700	0.0%	
4720 Licences	0	1,300	1,200	(100)		(100)	108.3%	
4725 First Aid	0	0	200	200		200	0.0%	
4730 Market General Costs	568	830	0	(830)		(830)	0.0%	
4740 Toilet Hire	0	0	300	300		300	0.0%	
4750 Road Closures	480	480	0	(480)		(480)	0.0%	
Braderie Market :- Indirect Expenditure	1,048	2,880	2,400	(480)	0	(480)	120.0%	0
Net Income over Expenditure	(1,048)	335	2,100	1,765				
<u>500 Public Conveniences</u>								
4800 Public Conveniences	0	0	35,000	35,000		35,000	0.0%	
Public Conveniences :- Indirect Expenditure	0	0	35,000	35,000	0	35,000	0.0%	0
Net Expenditure	0	0	(35,000)	(35,000)				
<u>600 Allotments Golf Road</u>								
1500 Allotment Income	1,278	1,278	2,000	722			63.9%	
Allotments Golf Road :- Income	1,278	1,278	2,000	722			63.9%	0
4500 Repairs & Maintenance	146	1,928	2,500	572		572	77.1%	295
4540 Water	0	82	742	660		660	11.1%	
Allotments Golf Road :- Indirect Expenditure	146	2,010	3,242	1,232	0	1,232	62.0%	295
Net Income over Expenditure	1,132	(732)	(1,242)	(510)				
6000 plus Transfer from EMR	0	295						
Movement to/(from) Gen Reserve	1,132	(437)						
<u>610 Allotments Park Ave</u>								
1500 Allotment Income	988	988	2,000	1,012			49.4%	
Allotments Park Ave :- Income	988	988	2,000	1,012			49.4%	0

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Detailed Income & Expenditure by Budget Heading 31/10/23

Month No: 7

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	597	1,812	2,500	688		688	72.5%	295
4540 Water	0	267	700	433		433	38.1%	
Allotments Park Ave :- Indirect Expenditure	597	2,079	3,200	1,121	0	1,121	65.0%	295
Net Income over Expenditure	391	(1,091)	(1,200)	(109)				
6000 plus Transfer from EMR	0	295						
Movement to/(from) Gen Reserve	391	(797)						
<u>620 Allotments Mill Road</u>								
1500 Allotment Income	1,047	1,061	2,000	939			53.0%	
Allotments Mill Road :- Income	1,047	1,061	2,000	939			53.0%	0
4500 Repairs & Maintenance	147	1,303	2,500	1,197		1,197	52.1%	295
4540 Water	194	327	742	415		415	44.0%	
Allotments Mill Road :- Indirect Expenditure	341	1,630	3,242	1,612	0	1,612	50.3%	295
Net Income over Expenditure	706	(570)	(1,242)	(672)				
6000 plus Transfer from EMR	0	295						
Movement to/(from) Gen Reserve	706	(275)						
<u>700 Town Events</u>								
5005 Town Hall Promotions	0	0	200	200		200	0.0%	
5010 Heritage Day	0	0	200	200		200	0.0%	
5015 Christmas Events	0	0	200	200		200	0.0%	
5020 Mayoral Ceremonial Event	0	0	200	200		200	0.0%	
5025 International Woman's Day	0	0	200	200		200	0.0%	
5030 Charter Day	251	251	500	249		249	50.2%	
5035 Holocaust Memorial Day	0	0	200	200		200	0.0%	
Town Events :- Indirect Expenditure	251	251	1,700	1,449	0	1,449	14.8%	0
Net Expenditure	(251)	(251)	(1,700)	(1,449)				
<u>800 Cycle Friendly</u>								
1450 Cycle hire fee income	218	218	0	(218)			0.0%	
Cycle Friendly :- Income	218	218	0	(218)				0
4475 Special Projects	0	3,720	0	(3,720)		(3,720)	0.0%	
5510 CFD Event (Oct)	0	530	0	(530)		(530)	0.0%	530
5515 Container Hire	150	386	0	(386)		(386)	0.0%	236
Cycle Friendly :- Indirect Expenditure	150	4,636	0	(4,636)	0	(4,636)		766
Net Income over Expenditure	68	(4,418)	0	4,418				
6000 plus Transfer from EMR	0	766						
Movement to/(from) Gen Reserve	68	(3,652)						

Continued over page

Detailed Income & Expenditure by Budget Heading 31/10/23

Month No: 7

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
<u>900 Projects</u>								
4385 Town Signage	4,923	6,090	0	(6,090)		(6,090)	0.0%	4,923
4500 Repairs & Maintenance	0	2,083	0	(2,083)		(2,083)	0.0%	2,083
Projects :- Indirect Expenditure	4,923	8,173	0	(8,173)	0	(8,173)		7,006
Net Expenditure	(4,923)	(8,173)	0	8,173				
6000 plus Transfer from EMR	4,923	7,006						
Movement to/(from) Gen Reserve	0	(1,167)						
Grand Totals:- Income	10,288	572,554	535,462	(37,092)			106.9%	
Expenditure	70,284	334,979	549,471	214,492	0	214,492	61.0%	
Net Income over Expenditure	(59,996)	237,575	(14,009)	(251,584)				
plus Transfer from EMR	4,923	46,286						
less Transfer to EMR	0	100						
Movement to/(from) Gen Reserve	(55,072)	283,761						

**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: 13 November 2023
Subject: Annual Grants 2023-24 Round 2

Annual Grants 2023-24 – Round 2.

The Grants sub-Committee met on 9th November and considered a total of 9 grant applications that had been submitted and validated.

Applications received.

3 Small Grants (Up to £500) totaling £1,495
 6 Large Grants (£501 to £1,000) totaling £5,790
 Total value £7,285

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)
 Grants already paid/committed:
 Small Grants £2,945.16
 Large Grants £5,090
 Total £8,035.16

Balance £11,964.84 (Under the 50% rule, the maximum value of Large grants is £4,910)

Recommendations:

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

Small Grants (Up to £500).

- **Espression Arts CiC** - Grant requested £1,000 to provide activity sessions.

Recommendation: Members scored the application 21 out of a possible 33 and recommends a **partial grant payment of £375 as a 50% contribution to materials for the sessions.**

- **D.A.R.A.-** Grant requested £1,000 contribution towards website development for the charity.

Recommendation: Members scored the application 19 out of a possible 33 and recommends a **partial grant of a £500 contribution towards website development for the charity.**

- **Deal Brass Academy** - Grant requested £500 to purchase clip-on lights & magnets for music stands

Recommendation: Members scored the application 23 out of a possible 33 and recommends **payment of a full grant of £500 to purchase clip-on lights & magnets for music stands.**

Large Grants (£501 to £1,000).

- **Deal Town Rangers FC** - Grant requested £1,000 as a contribution to run drop-in football sessions for girls and women's social sessions.

Recommendation: Members scored the application 24 out of a possible 33 and recommends the **payment of a full grant of £1,000 as a contribution to run drop-in football sessions for girls and women's social sessions.**

- **North Deal Community Company** - Grant requested £1,000 contribution to allow the Community Company to continue the Get Together Club.

Recommendation: Members scored the application 26 out of a possible 33 and recommends the **payment of a full grant of £1,000 as a contribution to allow the Community Company to continue the Get Together Club.**

- **Deal Rowing Club Supporters Association** - Grant requested £1,000 as a contribution the purchase of new tables, furniture and chairs for the club room.

Recommendation: Members scored the application 23 out of a possible 33 and recommends the **payment of a full grant of £1,000 as a contribution the purchase of new tables, furniture and chairs for the club room subject to the payment being made directly to the club and the ownership of the furniture remains with the club.**

- **2235 Deal RAF Air Cadets** - Grant requested £790 as a contribution to purchase new camping equipment.

Recommendation: Members scored the application 23 out of a possible 33 and recommends the **payment of a full grant of £790 as a contribution to purchase new camping equipment.**

Grants NOT recommended for payment.

- **Inspiring People Through Horses** - Grant requested £500 or £1,000 to purchase LED lights for the arena.

Recommendation: Members scored the application 11 out of a possible 33 and recommends **not award any grant** as the application failed to achieve 50% of the available marks

- **Martha Trust:** Grant requested £495 contribution to the cost of a 'Mobiloo' for Music on the Farm 2024.

Recommendation: Members scored the application 11 out of a possible 33 and recommends **not award any grant** as the application failed to achieve 50% of the available marks.

Totals:

The recommended Grant payments above now total:

2 Small Grants (Up to £500) totaling £1,375.00.

4 Large Grants (£501 to £1,000) totaling £3,790.00.

Total value £5,165.00

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: 13 November 2023
Subject: Green Grants 2023-24 Round 1

Green Grants 2023-24 – Round 1.

The Grants sub-Committee met on 9th November and considered the only grant application that had been submitted and validated.

Budget 2023

The total budget for 2023-24 is £3,340

Application received.

- ***Cinque Ports Football Club*** - Grant requested £135.70 to purchase recycling bins as part of looking to make the club 'greener'

Recommendation:

Members scored the application 26 out of a possible 33 and recommend the payment of a grant for £136 to purchase of recycling bins providing the bins are manufactured from recycled materials.

Decisions required:

Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: Mr C Hobbs-East, Market Officer
Date: Friday 10 November 2023
Subject: **Saturday Market Report & 2024/25 2-year plan**

The market has welcomed an additional 4 new regular traders which continues to make the market more varied and meeting as many needs as possible.

The market celebrated its 324th Birthday on Saturday 14th October with live music and the Mayor and Mayoress giving out 300 free, ethically sourced, reusable tote bags which went down so well for the 3rd year in a row they were all gone by 11am! Also live music from the Kellet Gut Shantymen, which as ever is a nod back to the origins of the market when it was just a fish market.

Unfortunately, due to safety concerns arising from the weather forecast, the decision was made to cancel the market on the 4th November. This proved to be a wise decision as the weather did not disappoint on the day. This is the first time in many years that this action has been necessary.

The 2235 (Deal) Air Cadets will be selling poppies on the market on behalf of the poppy appeal on the 11th November, as it was Remembrance Day on the Saturday this year, and 2 minutes of silence will be observed within the market.

The market is running at full capacity each week. The market has a strong casual waiting list which is used to fill any spare pitches. I am currently renting out the equivalent to 78 parking bays at £10 per bay per week.

I am proposing an increase in rent from April 2024. An increase of £2.50 per bay per week. This will help cover the costs of the upkeep of the gazebos and allow us to do running repairs to them as they get older. This equates to an average increase to traders of £5 per week as most have 2 bays. The increases would be from £20 to £25 for 2 bays and from £30 to £37.50 for 3 bays.

The last pitch increase was in 2020 and this still puts our prices below or in line with other markets in this area.

Last year the Council worked with the Deal Rotary Pirates to hold a grotto on the Councils behalf. Originally, I had planned for this to be set up in the Market storage container at the market site to encourage further footfall. However, as the container is in constant use during the day by traders for collecting weights etc this proved not to be a practical option and the grotto had to be set up in the lift lobby at the Town Hall. Although the grotto was popular its siting was not ideal as it did not encourage more visitors to the market and affected the availability for hiring the Chamber.

I would like a Santa's Grotto to be an annual event at the market for the children of Deal, and to help encourage the public to the market site during December.

I did consider if one of the Saturday Market gazebos could be utilised for this purpose however, it would mean purchasing additional sides at a cost of £339 and decorations at a cost of £300. Instead, I propose to use £1,214.58 of the 2023 market budget to purchase a Santas Grotto style gazebo cover which can be used during December on the market itself. By only acquiring the cover it also reduces the cost as we can use it on an existing frame.

Should the purchase of the Santas Grotto be agreed, to request the Market Officer to explore the possibility of hiring out the Grotto to other organisations.

Our last market for 2023 will be December 23rd and returning on January 6th 2024.

As the previous 2 year working plan comes to an end at the end of this year, I have attached a draft of a new 2 year working plan for the market up until the end of 2025 for the committee to consider and agree.

Last year £200 was allocated from the market budget for the purchase of gifts for Santa to give out at the grotto, I would like to request the same again for this year (this has been included in the 2024/25 plan as well).

Officer recommendations.

1. To increase the traders rent from £10 to £12.50 per bay per week starting from April 2024.
2. To purchase a 'Santas Grotto gazebo cover' for £1,214.58 using funds from 2023 budget.
3. To allocate £200 from the 2023 market budget for the purchase of gifts for Santa to give out at the grotto.
4. To request the Market Officer to explore the possibility of hiring out the Grotto to other organisations.
5. To consider and agree the 2024/25 2-year working Plan.
6. To consider and agree the proposed budgets of 2024 - £1,550 and 2025 - £1,500 as outlined in the attached draft 2-year plan and to delegate authority to authorise expenditure and minor changes to the plan to the Town Clerk in liaison with the Market Officer.

Decisions required.

Members to consider the above recommendations.

Deal Saturday Market 2-year (working) plan.

2024/25

Month	Aim	Action	Who	Budget
January				
February				
March	Change in opening times. 8am-2pm Easter Saturday	Social media and posters on town noticeboards and Reminder email sent to all current traders. Easter egg give away after a hunt on the stalls.	Communications Officer Market Officer Market Officer	Officer time Officer time Officer time £300 for each year
April				
May	General Market promotion	Social media and posters on town noticeboards	Communications Officer	Officer time
June	Celebrate Pride Month.	Social media and posters on town noticeboards Pride bunting on site	Communications Officer Market Officer	Officer time Officer time Reusable Pride bunting: £50
July	Celebrate Deal Music and Arts Festival with live music on Sat 6 th and 13 th 2024 and 5 th and 12 th 2025	Social media and posters on town noticeboards	Communications Officer	Officer time
August	Celebrate Bank holiday with live music on Sat 24 th 2024 and 23 rd 2025.	Social media and posters on town noticeboards	Communications Officer	Officer time
September	General advertising of the market.	Social media and posters on town noticeboards	Communications Officer	Officer time
October	Celebrate Market Charter Birthday (Charter granted 13 th Oct). 2024/25	Social media and posters on town noticeboards	Communications Officer	£900 for tote bags each year

	Start advertising the change in opening times 9am-2pm	Sat 12 October 2024 and 11 October 2025 give away DTC charter tote bags and have live music. Social media and posters on town noticeboards Email all current traders.	Market Officer Communications Officer Market Officer	Officer time Officer time Officer time
November	Support remembrance commemorations	Sats 2 nd and 9 th Nov 2024 and 1st and 8 th Nov 2025 – provide free stall to the RBL for selling poppies	Market Officer	Officer time
December	Christmas Celebrations	Sat 7 th , 14 th , 21 st 2024 and 6 th , 13 th , 20 th 2025 Live music for Christmas.	Market Officer	Officer time
	Santas Grotto	Santas Grotto run by a local organisation. Social media and posters on town noticeboards to promote Grotto and music for Christmas and advise of no market on Sat 28 2024.	Local Organisation Communications Officer	£300 for gifts each year Officer time
	Christmas Eve Market	Seek permission to hold a Christmas Eve Market (Wednesday) from DDC	Market Officer	Officer time
	No Market on 28 th 2024 & 27 th 2025	Signposted on social media. Emailed to all current traders.	Communications Officer Market Officer	Officer time Officer time
TOTAL Budget				2024 - £1,550 2025 - £1,500

**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: 13 November 2023
Subject: Electricity at the Saturday Market

One of the projects currently being considered by Dover District Council for inclusion from Deal to be paid for by the UKSPF (UK Shared Prosperity Fund) is the installation of 6 electrical outlets for use at the Saturday Market.

Deal Town Council has been advised that this will only be considered if this Council agrees to pay for the electricity usage and standing charges.

Should this be agreed, the cost of the electricity used and contribution to standing charges would be charged to those stallholders using the facility.

Recommendation

That Deal Town Council agrees to pay for the standing charges and electricity supplied from these 6 electrical outlets should the full installation costs be covered by the UKSPF

Decision 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 G Simpson, Facilities manager
Date: Friday 10 November 2023
Subject: **Allotment Officer update**

Deal Town Council has three allotment sites situated at Park Avenue, Golf Road and Mill Hill which are running at 96% occupancy.

Managed	Plots	Occupied	% in Use
Golf Road	40	39	97.50%
Mill Road	46	43	93.48%
Park Avenue	39	38	97.48%
Total	125	120	96%

There are currently 81 people on the waiting list, the most recent of whom joined the list at the beginning of 2022.

When a plot becomes available, we contact those on the list and give them two weeks to respond to an offer - after that we move on to the next applicant.

Out of the 120 occupied plots, 17 have yet to pay this year's rent and reminders have been issued.

We now use a mobile App to carry out plot inspections, which has resulted in a more efficient and improved recording system, reducing our paper use (in line with our carbon reduction strategy) and freeing up staff time.

As part of the ongoing paper management review, we sent out the majority of rent reminders and tenancy agreements by email. This saved time, money, excess paper use and proved popular with our plot holders. We continue to work to be as paper free as possible.

Immediate health and safety work

Paving - None of our sites are suitable for the elderly, infirm or disabled. Although we do not have to maintain the plots themselves, the pathways leading to them either have uneven paving or are an uneven mud track, putting us at risk from a liability claim. In order to provide safe access it would cost an estimated £15,000 (subject to what material are used - paving, brick, hardcore etc)

Handrail – There is a steep incline from the gate down to the Park Avenue site. It needs to be made safer for users, especially in frosty weather, so I recommend a handrail is installed. Estimated cost £500

Plot signage – Council has previously granted permission to fund the marking out of each plot and wooden posts were used for this purpose. Only a handful remain but it is a requirement that we clearly indicate each individual plot. We need to future proof this system so will need to purchase metal posts. Estimated cost £1,500

Recommendation

To Delegate authority to the R.F.O. in liaison with the Facilities Manager to go ahead with the immediate health and safety work as listed above, subject to meeting the financial regulations with funds coming from the general reserve.

Decision required

Members to consider the above recommendation.

**DEAL TOWN COUNCIL
MEMORANDUM**

To: Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members
From: N Miller, Climate Change & Communications Officer
Date: Wednesday 8 November 2023
Subject: **Climate Action Allotment Review**

Deal Town Council has pledged to become carbon neutral by 2025. At Full Council in January the Climate Action update included: Allotment Review: To work with the Allotment officer, looking at how the allotments are run and how they can help us work towards our net zero target.

We have three sites; Golf Road, Park Avenue and Mill Road and have 127 plots in total. In September we gave a water harvesting project update to Full Council, which is a scheme that began in the spring and has resulted in 50 200L water butts being delivered and installed across our three sites. This equates to 10,000 litres of harvested rainwater being stored at any given time and we will be monitoring subsequent mains water usage.

I have visited all three sites with our new Facilities Manager whose team are responsible for the management of our allotments. There is an awareness and understanding by the team of our responsibility to the local environment and the needs of the plot holders. This including updates to the allotment structures application form to ensure building materials are responsibly sourced.

When carrying out essential maintenance, the team are careful about what seasons they work and the impact to nature any changes will make.

The success of the water butts project coupled with the presence of the new team has led to better communication with our plot holders and a desire to make each site greener and more communal.

This first review focuses on three areas:

- 1 – protecting established ponds
- 2 – creating a communal area on each site
- 3 – updating the allotment section on the website to include advice and signposting

Protecting established ponds

Ponds can provide a habitat for wildlife and promote biodiversity, creating a waterhole for nature as well as providing a source of interest and well-being for gardeners.

At Park Road there are two large communal ponds that border on plots. There are also several smaller ones that are maintained by our plot holders in all three sites.

There is no mention of ponds in our current terms and conditions and no designated responsibility for the two large ponds at Park Avenue. A new section will be introduced that reads; “Ponds – when taking on a plot that has an existing pond, tenants agree to maintain the area for the benefit of wildlife. If a tenant wishes to create a pond, permission must be granted by Deal Town Council to consider the conditions that will include size, safe siting away from paths and agreement for it to become part of the plot inspection”

Deal Town Council’s Facilities Team have taken responsibility for the two Park Avenue ponds, ensuring that are sensitively maintained and access is secure, and presents no danger to allotment users.



Creating a communal area on each site

The Facilities Manager has identified an area at each site that could become a communal area for the benefit of plot holders and our environmental goals.

Park Avenue – the area immediately surrounding the DTC shed that was once a raised compost area and is now an overgrown bank. Waste is often flytipped here and the area is unused and unsafe. It is proposed:

- to create new compost bin for all plot holders, reducing green waste going to landfill and creating a source of nourishment for the soil and a home for wildlife
- open the shed to communal use to share spare tools (code padlock)
- plant wildflowers on the unsafe bank to create an area for wildlife and enhance the disused area
- install a bench and table for plot holders to sit together and also share excess produce
- install a bike rack to encourage people to cycle

Golf Road – the main car park. To install:

- purpose built bins for the horse manure that is frequently delivered
- to create new compost bin for all plot holders, reducing green waste going to landfill and creating a source of nourishment for the soil and home for wildlife
- build a 'living shed' for communal use to share spare tools (code padlock)
- install a bench and table for plot holders to sit together and also share excess produce
- install a bike rack to encourage people to cycle

Mill Road – plot 1. To create:

- new compost bin for all plot holders, reducing green waste going to landfill and creating a source of nourishment for the soil and home for wildlife
- build a 'living shed' for communal use to share spare tools (code padlock) and give shelter
- install a bench and table for plot holders to sit together and also share excess produce
- install a bike rack to encourage people to cycle

Compost bins on each site will be made from reclaimed wood and the new living sheds will be made from recycled pallets. Each will provide shelter and shade for plot holders as well as a meeting/focal point.

Update the allotment section on the website

At present the allotment section on the website gives location details on our three sites and how to apply for a plot. There is a host of information online about greener gardening and associations people can join to learn more. We will continue to share details of the DTC allotments and how to acquire one but will also use the page to signpost people to learn more about working an allotment in harmony with and for the improvement of nature.

Recommendations

1. To adopt the new paragraph in the allotment terms and conditions for those with or seeking to have a pond: "Ponds – when taking on a plot that has an existing pond, tenants agree to maintain the area for the benefit of wildlife. If a tenant wishes to create a pond, permission must be granted by Deal Town Council to consider the conditions that will include size, safe siting away from paths and agreement for it to become part of the plot inspection".
2. To agree a budget of £1,500 for communal areas to be created at each site or recommend to the Environment Committee that they consider allocating from their earmarked reserves (Park Avenue £100, Golf Road £700, Mill Road £600, bench & table fixtures at each site £100 - cost does not include staff labour to construct the sheds, space and compost areas or the delivery of the pallets to the three sites from the depot by staff)

Decision 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 G Simpson, Facilities manager
Date: Friday 10 November 2023
Subject: **Livestock rules for Allotments**

Deal Town Council has three allotment sites situated at Park Avenue (40 plots), Golf Road (41 plots) and Mill Hill (46 plots – one of these is occupied by beehives).

We have recently been contacted to ask if one of our plot holders can have chickens on their plot. Under point 12 of our Tenancy Agreement for Allotments Holders it states:

Restriction on the keeping of live animals.

Tenants must seek consent for the purpose of keeping hens or rabbits to the extent permitted by Section 12 of the Allotments Act 1950, providing there is no noise nuisance to neighbouring properties.

My position as Facilities Manager includes that of Allotment Officer and I am frequently approached to make decisions based on our Tenancy Agreement for Allotments Holders. I would like to strengthen some areas of that agreement to provide clarity and, in the case of keeping live animals, seek to provide the very highest levels of animal welfare we can achieve.

Following research into guidelines from other local authorities, animal charities and organisations, the Allotment Society and additional government recommendations, the Deal Town Council Livestock rules for Allotments has been drawn up and is attached below. Also included is a new Livestock for Allotments Application Form to be completed by the Tenant.

I am currently reviewing the Tenancy Agreement for Allotments Holders and will bring recommendations to future committee meetings.

Recommendations

- To adopt the proposed Livestock rules for Allotments
- To introduce Livestock for Allotments Application Form

Decision required.

- Members to consider the above recommendations.

Keeping Livestock General Conditions

Deal Town Council will allow tenants to keep hens or rabbits as livestock on their allotment plot.

Livestock kept on allotments are for the tenants own use and not for business or profit.

Any person keeping livestock on allotment land must be an allotment tenant and is bound by the Tenancy Agreement for Allotments Holders in addition to the general rules for keeping livestock on allotments detailed below. There are additional rules and application process for beekeeping (see section 7 of Livestock rules for Allotments below

)
The Council reserves the right to review these conditions as required. The Council will give livestock keepers notice before any changes to these conditions are made.

All livestock are subject to strict welfare codes enforced by the RSPCA and DEFRA covered by the Animal Welfare Act 2006. The act states that all animals have basic needs that must be fulfilled by their owner or keeper.

The welfare of rabbits is protected by the Welfare of Farmed Animals (England) Regulations 2007. Schedule 9 of these regulations contain specific conditions that apply to the keeping of rabbits. There is also a Code of Recommendations for the Welfare of Rabbits, which continues to apply under the new Animal Welfare Act 2006.

1. Permissions

1.a Permission to keep livestock on a plot is dependent on these conditions being met and the rules and guidelines being followed.

1.b Keeping livestock does not count as cultivation. The plot holder must guarantee that a minimum $\frac{3}{4}$ (or 75%) of the remaining allotment plot is left free to cultivate when making the application. The total area of the rabbit or hen house and run should not exceed more than 10% of the total allotment plot area. The maximum permitted size will be 10ft x 12ft.

1.c Hens excludes cockerels or roosters as under the Allotments Act 1950.

1.d The keeping of other poultry (ducks, geese, turkeys, etc.) is prohibited.

1.e Only the registered plot holder is permitted to keep livestock on their allotments plot. When a plot holder ends the tenancy, they must have arrangements in place to remove the livestock and any associated structures at their own cost.

1.f Chicken coop space must be at least 2ft² or 0.2m² per hen and outside pen space must be at least 10ft² or 1m² per hen.

2. Registration & Inspection

Tenants must apply to Deal Town Council to keep livestock on their allotment plot. Details of the number of hens or rabbits and size and location of the hen house or hutch and outdoor run must be given. Personal contact details must be provided including details of who will care for your livestock or deal with emergencies if you are absent. See section 4 below and the attached livestock application form.

2.a Tenants are responsible for the welfare of livestock and must ensure they do not cause a nuisance to others. Please see section 8 below.

2.b Representatives of Deal Town Council have the right to inspect the livestock at any time. If the Council has cause to investigate complaints of mistreatment, any costs incurred will be passed to the tenant for payment.

2.c All livestock holders must register their hens with DEFRA and comply with any DEFRA directives. The DEFRA registration number must be given to Deal Town Council.

2d Deal Town Council has the right to issue a notice if the plot holder does not comply with the Tenancy Agreement for Allotments Holders or the rules in this document, including nuisance to neighbours. The procedure will be the same as a "Notices" (18 B Determination of Tenancy and 18 C

Notices in the Tenancy Agreement for Allotments Holders) with a 40 day notice period. The notice may be served any time that concerns are raised about the management of livestock. If there is no improvement Deal Town Council will serve a "Withdrawal of Consent". See Section 8.

3 Risk Assessment

A risk assessment must be completed by the plot holder outlining how they intend to manage the livestock. This must include the following considerations:

- Protection against vermin, foxes and cats
- Disposal of dead carcasses
- Arrangements in times of temporary absence by the plot holder (See section 4 below)
- When the allotment water supply is turned off - access to drinking water
- When the allotment water supply is turned off - access to water for cleaning
- Access to drinking water in freezing weather
- Management of pesticides, ensuring livestock does not ingest
- Preventing escaped livestock
- Preventing disease
- Vandalism
- Arrangements for removal of livestock and property when the plot holder ends their tenancy

3.a The risk assessment is part of the permit to keep livestock on the allotment and must be submitted with the form below.

4 Stand-By Arrangements

The plot holder must provide Deal Town Council, with details (name, address, telephone number and mobile telephone number) of a person who will take responsibility to deal with the care of livestock and emergencies if the plot holder is not available (the back-up keeper).

4.a Notice On Display

A notice giving contact details of the livestock keeper and a back-up 24-hour contact in case of absence should be displayed clearly on the chicken coop or rabbit hutch for use by council inspectors, the emergency services or RSPCA.

The notice will include:

Name of plot holder (livestock keeper)

Phone number

In case the plot holder is not available

Name of the back-up keeper

Phone number

4.b The plot holder is responsible for the welfare of livestock at all times including when livestock is under the supervision of a back-up keeper.

5 Keeping hens, in addition to the rules below, further information on keeping hens, including mixing breeds, the ideal size of perch, house and scratching land, can be found at the British Hen Welfare Trust www.bhwt.org.uk

5.1 The Henhouse

A fully enclosed shelter meeting BHWT guidance is required. Note: The maximum permitted size of a structure on an allotment is 6ft x 8ft. See temporary structure rules for further information.

5.1.a The fully enclosed shelter must provide the following:

- Protection from predators.
- Clean dry bedding material to absorb moisture and odour (e.g. wood shavings or straw).
- Warmth during colder months and shade during summer.
- Be draught free but have adequate ventilation.
- Perches for sleeping.
- Nest boxes for laying eggs.

5.2 Outdoor Run

A fully enclosed caged run must be provided that meets the BHWT guidance

5.2a There should be an additional means of overhead shelter e.g. shrubs to provide hens with protection from direct sunlight, strong wind and driving rain.

5.2c All fences or enclosures must comply with the Tenancy Agreement for Allotments Holders.

5.3 Food & Water

Hens should have continuous and plentiful access to cool, clean and fresh water, feed appropriate to the age and species of hen and in sufficient quantities as well as insoluble grit to aid digestion.

5.3a Food storage must be kept clean, tidy, and secure to prevent the risk of attracting rodents and other pests.

5.3b To aid the prevention of rodents and other pests the plot holder should use specific food dispensers and ensure all dispensers are cleaned regularly and any spillage cleared up as quickly as possible. There should be minimal loose grain and pellets on the ground.

5.4 Health & Welfare

The allotment tenant is responsible for ensuring that their hens are free from distress, pain, injury and disease.

5.4a Regular inspection by the plot holder must be carried out to check that all birds are behaving normally and are free of disease.

5.4b Preventative and/or veterinary inspections must be carried out at the first sign of disease to prevent a widespread outbreak.

5.4c Any serious health, longstanding or contagious issues must be reported to Deal Town Council immediately as well as details on the treatment being received and notification of when the problem has cleared up.

5.5 Sanitation

The hen house and run should be cleaned at least once a week or more frequently as needed.

5.5.a Plot holders are responsible for removing all waste from the site. Soiled bedding must not be composted anywhere on the allotment site. Any waste must be removed according to the Tenancy Agreement for Allotments Holders.

5.5.b . When the allotment water supply is turned off the plot holder must ensure there is access to water for cleaning.

5.6 Number of Hens

The minimum number of hens is three because hens are sociable and like to be part of a flock (BHWT) The maximum number of hens permitted per plot holder is four.

5.7 Breeding & Profit

Plot holders are not permitted to breed hens on the allotment site nor profit from the sale of produce.

5.8 Record Keeping

The plot holder must keep records on the health and welfare of all livestock. Deal Town Council reserves the right to request a copy of these records. Records should include the following:

- Date of introduction of new birds.
- Date, purpose and outcome of vet visit.
- Details of treatments applied.
- Mortality – date and cause.

6 Keeping Rabbits

The Code of Recommendations for the Welfare of Livestock (PB0080) 1999 from Defra must be followed.

6.1 The Rabbit Hutch Housing is key to ensuring the welfare of rabbits and should allow them to behave naturally.

6.1.a The housing shall be regularly maintained to a good, tidy standard and free from obvious faults that may cause injury.

6.1.b The structures shall be sited a minimum of 3 meters from adjacent neighbouring residential properties to minimize potential nuisance.

6.1.c The fully or partially enclosed rabbit hutch or pen shall provide the following:

- Protection from predators.
- Clean dry bedding material to absorb moisture and odour (e.g. wood shavings or straw).
- Warmth during the colder months and shade during the summer.
- Be draught free but have adequate ventilation.
- Provide constant access to safe hiding places.

6.2 Outdoor Run

A fully enclosed outdoor run that provides a minimum size of 0.75m² per rabbit.

6.2.a There should be an additional means of overhead shelter (e.g. shrubs to provide rabbits with protection from direct sunlight, strong wind and driving rain).

6.3 Food and water when the allotment water supply is turned off, arrangements for access to drinking water must be in place. Food storage must be kept clean, tidy, and secure to prevent the risk of attracting rodents and other pests.

6.4 Health & Welfare

The plot holder is responsible for ensuring that their rabbits are free from distress, pain, injury, and disease.

6.4a Important indications of health and signs of ill-health are detailed in the DEFRA Code of Recommendations for the Welfare of Rabbits. It is essential that the Tenant should watch for signs of distress or disease and take prompt remedial action.

6.4b Vaccinations, injections and similar procedures should be undertaken by adequately qualified veterinary professionals. Care should be taken to prevent injury and unnecessary disturbance to the rabbits.

6.4c Ailing or injured rabbits should be segregated wherever possible and treated or if necessary, removed from the allotment plot.

6.5 Sanitation

The rabbit hutch or pen should be cleaned a minimum of once a week or more frequently as necessary.

6.5.a Tenants are responsible for the removal of all waste from the site. Soiled bedding shall not be composted anywhere on the allotment site.

6.5.b Regular/constant access to suitable toileting places. Toilet areas should be separate from sleeping areas.

6.6 Number of Rabbits

The maximum number of rabbits per allotment plot is at the discretion of Deal Town Council. An assessment will be made based upon the breed and projected fully grown size of the rabbits and size of plot.

6.7 Breeding & Profit

Plot holders are not permitted to breed rabbits on the allotment site – All rabbits must be neutered from 4 months of age. Plot holders are not permitted to keep rabbits 0-4 months of age.

6.8 Record Keeping

The plot holder must keep records on the health and welfare of all livestock. Deal Town Council may sometimes ask to see these records.

The records should include the following:

- Date of introduction of rabbits.
- Date, purpose, and outcome of vet visit.
- Details of treatments applied.
- Mortality – date and cause.

7 Beekeeping

Deal Town Council is committed to promoting Beekeeping within our allotments. Bees play a critical role in the pollination of plants and fruit crops contributing to higher yields and better quality of produce.

7a Bees can be only be kept on Council owned allotment sites on designated beekeeping plots.

7b Bee keeping is permitted subject conditions being met between the council and the tenant, provided that adjacent allotment holders do not object. A person keeping bees on an allotment must satisfy the allotment site management that they have made adequate arrangements to ensure that any problems caused by their bees in their absence will be resolved, for example a nominated person that can step in the bee keeper's absence.

The allotment site management will be responsible for policing the conditions on which bees are permitted on allotments. Local Beekeeping Associations could be requested to appoint members to be available to offer advice if required but the members would not be responsible for any action by individuals or association members keeping bees on allotments.

The Council requires that a person wanting to keep bees on an allotment will be a member of the local Beekeeping Association. Membership of a Beekeeping Association provides members with third party public liability insurance through their affiliation to the British Beekeepers' Association (BBKA), minimum of £5m.

The BBKA also offers support and advice for bee keepers. Beekeepers must have a recognised qualification such as the BBKA Basic exam and be reasonably competent.

The hives must be registered and open to inspection by the Regional Bee Inspector. Public liability insurance must be maintained annually and a copy supplied to Deal Town Council.

8 Withdrawal of Consent

Deal Town Council may withdraw the permission to keep livestock at any time by giving 40 days' notice to remove livestock and all associated structures and equipment if;

- The permit holder contravenes any of the above rules.
- The permit holder contravenes any rules within the Tenancy Agreement for Allotments Holders or any separate Allotment Association or Council tenancy rules.
- Substantiated information is received that requires a review of the arrangements.

8a Any costs resulting from the withdrawal of consent shall be borne by the tenant.

Deal Town Council Livestock for Allotments Application Form

Allotment site	Plot number
Plot holders name	Plot size
Livestock Hens <input type="checkbox"/> Rabbits <input type="checkbox"/>	Number of Livestock
Contact details.	
Risk assessment completed <input type="checkbox"/>	Date
Notice on display <input type="checkbox"/>	Checked <input type="checkbox"/>
Structure description	Dimensions
<p>I understand that I am solely responsible for the livestock kept on my allotment plot. I agree to pay any costs incurred for removal, relocation, and disposal of the Livestock at the end of my Lease agreement. I agree to pay for any damage caused to other property or plots caused by my livestock. <input type="checkbox"/></p> <p>All tenants are required to sign and return an application form agreeing to the Conditional Terms of Tenancy consequently agreeing to provide all the above information, adhering to the terms and conditions, and undertaking a probationary period of 12 months from the date below. <input type="checkbox"/></p> <p>I have read and understood the rules to keep Livestock on my allotment plot. I hereby agree to comply with the above rules and regulations <input type="checkbox"/></p>	
Plot holders' signature	Date.
Evidence required	Evidence Attached <input type="checkbox"/>
Risk assessment carried out	Attached <input type="checkbox"/>
Site location plan.	
Contact details of back up keeper who can be contacted in emergency	
DEFRA number	

**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: 14 November 2023
Subject: Disabled access – Automated access to the Town Hall

Officers have been exploring accessibility to the Town Hall and the feasibility of adding automated access to the Town Hall reception and lift lobby for wheelchair users and others who would benefit from automated control of these doors.

Please see attached quotation in your 'Pink Papers'

Recommendations

- 1) Members to consider agreeing to a budget of up to £9,500 for the purchase and installation of a suitable system with the funds being taken from the Town Hall refurbishment budget.

- 2) Members to consider delegating authority to the R.F.O. in liaison with the Town Clerk and Chairperson of F&GP to select the most suitable supplier subject to compliance with Deal Town Council's Financial Regulations.

Decision 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: 14 November 2023
Subject: Deal Town Council – Financial investments.

Background

Deal Town Council's last financial investment was an £85,000 '12 month' Treasury Reserve Deposit.

This deposit was made on 20th February 2018 and rolled over in 20th February 2019 and finally matured on 20th February 2020

The interest rate for 2018/19 was 0.62% Gross returning an interest amount of £527 on maturity.

The interest rate for 2019/20 was 0.92% Gross returning an interest amount of £782 on maturity.

Rates then fell to near zero and the funds were not reinvested.

Since the recent rise in Bank 'Base Rate', more interesting rates are now available.

The R.F.O. was also asked to explore alternatives to Treasury deposits for Deal Town Council funds to be invested in.

Please see full details and recommendations in your 'Pink Papers'.

**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: 14 November 2023
Subject: Annual Return – External Auditors report

I am pleased to advise members that Deal Town Council has received a 'clean' external auditors report with no items that need to be brought to the attention of the Council.

Please see attached completion letter and External Auditors report.

This concludes the Audit for 2022-23

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) 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