

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 23 January 2024** 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 22<sup>nd</sup> January 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: 17 January 2024**

### 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 21<sup>st</sup> November 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> December 2023:</b> Information to note.	Attach. 3
7	<b>Free use request from the RNLI:</b> Decision required.	Attach. 4
8	<b>Recommendations for Braderie 2024:</b> Decisions required.	Attach. 5
9	<b>DDC Service Level Agreement for Deal Public Conveniences 2024-25:</b> Decision required.	Attach. 6
	<b>Resolution to exclude the public:</b>  Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature.	
10	<b>Draft Precept Demand 2024:</b> Decisions Required	Attach. 7
	<b>Date of next F&amp;GP Committee meeting:</b> 19 <sup>th</sup> March 2024	

**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.

**The Minutes of the Finance & General Purposes Committee Meeting held at Deal Town Hall on  
Tuesday 21<sup>st</sup> November 2023**

Present: Cllr T Bond (Chairperson) Cllr D Parks  
Cllr M Eddy Cllr T Bond  
Cllr B Bano Cllr P Jull  
Cllr M Cronk Cllr D Cronk  
Cllr S Cullen

Officers: Mr P Bone (Responsible Finance Officer) Others: None present.  
Mrs H McAdam (Finance Asst.)  
Chloe McKay (Clerical Officer)

**MINUTES**

1	<b>Chairperson's opening remarks:</b> The Chairperson welcomed everyone to the meeting and read out the fire evacuation procedures and advised Councillors to put their mobile phones on silent.	Chairperson
2	<b>Apologies for absence:</b> Apologies received from Cllr S Beer.	R.F.O.
3	<b>Declarations of interest:</b> None declared.	Chairperson
4	<b>Public Participation and Statements received:</b> Written statement from a member of public received is included in agenda item 13.	R.F.O.
5	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 19<sup>th</sup> September 2023 for approval and signing:</b> Members RESOLVED: To accept the minutes of the Finance & General Purposes meeting held on 19 <sup>th</sup> September 2023 as a true and accurate record. (P) Cllr D Cronk. (S) Cllr M Eddy. All Agreed. The Chairperson duly signed the minutes.	Chairperson
6	<b>Finance: Income &amp; Expenditure figures and Full Bank reconciliation to 31<sup>st</sup> October 2023:</b> Members RESOLVED: To note the Income and Expenditure figures & full bank Reconciliation to 31 <sup>st</sup> October 2023. (P) Cllr D Cronk. (S) Cllr M Cronk. All Agreed.	
7	<b>Grants:</b> i) <b>Annual Grants 2023/24 Round 2:</b> - Members agreed to the recommendations from the Grants Subcommittee and RESOLVED: <ul style="list-style-type: none"> <li>• <b>Espression Arts CiC</b> – To award a grant payment of £375 as a 50% contribution to materials for the sessions.</li> <li>• <b>D.A.R.A.</b> – To award a grant payment of a £500 contribution towards website development for the charity.</li> <li>• <b>Deal Brass Academy</b> – To award a full grant of £500 to purchase clip-on lights &amp; magnets for music stands.</li> <li>• <b>Deal Town Rangers</b> – To award a full grant of £1,000 as a contribution to run drop-in football sessions for girls and women's social sessions.</li> <li>• <b>North Deal Community Company</b> – To award a full grant of £1,000 as a contribution to allow the Community Company to continue the Get Together Club.</li> <li>• <b>Deal Rowing Club Supports Association</b> – To award a full grant of £1,000 as a contribution to 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.</li> <li>• <b>2235 Deal RAF Air Cadets</b> – To award a full grant of £790 as a contribution to purchase new camping equipment.</li> <li>• <b>Inspiring People Through Horses</b> – To not award any grant as the application failed to achieve 50% of the available marks.</li> </ul>	R.F.O.



	<p>away from paths and agreement for it to become part of the plot inspection”.</p> <p>2. To agree a budget of £1,500 for communal areas to be created at each site (Park Avenue £100, Golf Road £700, Mill Road £600, bench &amp; 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)</p> <p>(P) Cllr S Cullen. (S) Cllr D Cronk. 7 For 1 Against. Agreed.</p> <p>iii) <b>Livestock rules for Allotments:</b> - Members noted that in line with allotment holder agreements, no produce from livestock can be sold and therefore only be for personal use. Following discussion members Resolved: To accept the following recommendations from the Allotment Officer:</p> <p>1. To adopt the proposed Livestock rules for Allotments and that the line regarding no produce from livestock can be sold and therefore only be for personal use be applied to ALL produce.</p> <p>2. To introduce Livestock for Allotments Application Form.</p> <p>(P) Cllr D Cronk. (S) Cllr M Eddy. All Agreed.</p>	R.F.O.
10	<p><b>Town Hall Disabled access:</b> Following discussion members accepted the recommendations from the Responsible Finance Officer and RESOLVED:</p> <p>1. To agree 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.</p> <p>2. To delegate authority to the R.F.O. in liaison with the Town Clerk and Chairperson of F&amp;GP to select the most suitable supplier subject to compliance with Deal Town Council’s Financial Regulations.</p> <p>(P) Cllr M Eddy. (S) Cllr D parks. 7. For 1 Against. Agreed.</p>	R.F.O./ Town Clerk/ Chairperson
11	<p><b>Investments:</b> - Following discussion members RESOLVED: To invest £150,000 in Treasury Reserve for a fixed 12 Month period and to invest £100,000 in the CCLA Public Sector Deposit Fund that has instant access.</p> <p>(P) Cllr M Eddy. (S) Cllr D Cronk. All Agreed.</p>	R.F.O.
12	<p><b>Annual Return – External Auditors report:</b> - Following debate, members RESOLVED: To note the report. (P) Cllr D Cronk. (S) Cllr M Eddy. All Agreed.</p>	R.F.O.
	<p><b>Resolution to exclude the public:</b> Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature.</p> <p>(P) Cllr D Cronk. (S) Cllr M Eddy. All Agreed.</p>	
13	<p><b>Saturday Market:</b> - Following debate members RESOLVED:</p> <p>1. That the Town Clerk writes to Nadeem Aziz and Roger Walton at DDC expressing DTC’s disappointment that their Officers ignored the market traders setting up in the Union Road Car Park having been informed that the Saturday Market would not be going ahead for safety concerns and therefore putting the public’s safety at risk.</p> <p>2. That the R.F.O. responds to the complaint and clarifies that DTC had no responsibility on the day as the Market was cancelled and are writing to DDC expressing disappointment that they allowed the traders to trade in the car park when the market was closed for H&amp;S concerns.</p> <p>(P) Cllr S Cullen. (S) Cllr M Eddy. 7 For, 1 Against. Agreed.</p>	Town Clerk  R.F.O.
14	<p><b>Draft Budget 2024:</b> - Following review and discussion members RESOLVED: To recommend the budget for 2024/25 to Full Council with the following two amendments:</p> <p>i). The budget line for elections is increased to £6,500</p> <p>ii) That a new earmarked reserve is created to cover the cost of the main elections every 4 years and that £4,500 is added to it each year from the General Reserve.</p> <p>(P) Cllr D Cronk. (S) Cllr M Cronk. 7 For, 1 Abstention. Agreed.</p>	R.F.O
	<p><b>Chairperson closed the meeting at: 08:40pm</b></p>	

**Deal Town Council**  
**Bank Reconciliation Statement as at 31/12/2023**  
**for Cashbook 1 - Nat West Combined A/C's**

<b>Bank Statement Account Name (s)</b>	<b>Statement Date</b>	<b>Balances</b>
Nat West Current A/C	31/12/2023	100
Nat West Deposit A/C	31/12/2023	325357.01
		325457.01
Unpresented Payments (Minus)	Amount	0
		0
		325457.01
Unpresented Receipts (Plus)		0
		0
		325457.01
	Balance per Cash Book	
	is :-	325457.01
	Difference is :-	0

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**Deal Town Council**  
**Bank Reconciliation Statement as at 31/12/2023**  
**for Cashbook 2 - Nat West Mayors Charity Fund**

<b>Bank Statement Account Name (s)</b>	<b>Statement Date</b>	<b>Balances</b>
Mayor's Charity A/C	31/12/2023	4.56
		4.56
Unpresented Payments (Minus)	Amount	0
		0
		4.56
Unpresented Receipts (Plus)		0
		0
		4.56
	Balance per Cash Book	
	is :-	4.56
	Difference is :-	0

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**Deal Town Council**  
**Bank Reconciliation Statement as at 31/12/2023**  
**for Cashbook 3 - Prepaid Card**

<b>Bank Statement Account Name (s)</b>	<b>Statement Date</b>		<b>Balances</b>
PRE-PAID CARD	31/12/2023		-324.15
			-324.15
Unpresented Payments (Minus)	Amount	0	0
			-324.15
Unpresented Receipts (Plus)		0	0
			-324.15
	Balance per Cash Book		
	is :-		-324.15
	Difference is :-		0

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**Deal Town Council**  
**Bank Reconciliation Statement as at 31/12/2023**  
**for Cashbook 4 - Town Hall Petty Cash**

<b>Bank Statement Account Name (s)</b>	<b>Statement Date</b>		<b>Balances</b>
Petty Cash	31/12/2023		52.28
			52.28
Unpresented Payments (Minus)	Amount	0	0
			52.28
Unpresented Receipts (Plus)		0	0
			52.28
	Balance per Cash Book		
	is :-		52.28
	Difference is :-		0

**Deal Town Council**

**Bank Reconciliation Statement as at 31/12/2023**

**for Cashbook 5 - Nat West Treasury Account**

<b>Bank Statement Account Name (s)</b>	<b>Statement Date</b>	<b>Balances</b>
Nat West Treasury Account	31/12/2023	150000
	Balance per Cash Book is :-	150000
	Difference is :-	0



**Deal Town Council**  
**Detailed Income & Expenditure by Budget Heading 31/12/2023**  
**Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	%Spent	Transfer to/from EMR
100								
<u>General Income</u>								
1076 Precept	0	475,932	475,262	(670)			100.1%	
1080 Bank Interest	517	5,387	1,200	(4,187)			448.9%	
1999 Misc. Income	99	50,166	0	(50,166)			0.0%	
General Income :- Income	<b>616</b>	<b>531,485</b>	<b>476,462</b>	<b>(55,023)</b>			<b>111.5%</b>	<b>0</b>
<b>Net Income</b>	<b>616</b>	<b>531,485</b>	<b>476,462</b>	<b>(55,023)</b>				
<u>200 Staff Costs</u>								
4000 Salaries Gross	31,274	190,623	300,000	109,377		109,377	63.5%	
4010 Salaries Employers Pension	9,852	58,105	20,000	(38,105)		(38,105)	290.5%	
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	408	408	2,000	1,592		1,592	20.4%	
4075 Staff Uniforms	0	983	100	(883)		(883)	982.6%	
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	<b>41,534</b>	<b>252,580</b>	<b>349,571</b>	<b>96,991</b>	<b>0</b>	<b>96,991</b>	<b>72.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(41,534)</b>	<b>(252,580)</b>	<b>(349,571)</b>	<b>(96,991)</b>				
<u>205 Official Car</u>								
4060 Official Car Lease	326	4,070	3,564	(506)		(506)	114.2%	
4065 Official Car Fuel	0	130	500	370		370	25.9%	
Official Car :- Indirect Expenditure	<b>326</b>	<b>4,200</b>	<b>4,064</b>	<b>(136)</b>	<b>0</b>	<b>(136)</b>	<b>103.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(326)</b>	<b>(4,200)</b>	<b>(4,064)</b>	<b>136</b>				
<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	<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>				

**Deal Town Council**  
**Detailed Income & Expenditure by Budget Heading 31/12/2023**  
**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	18	1,266	1,500	234		234	84.4%	
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	<b>18</b>	<b>1,475</b>	<b>2,700</b>	<b>1,225</b>	<b>0</b>	<b>1,225</b>	<b>54.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(18)</b>	<b>(1,475)</b>	<b>(2,700)</b>	<b>(1,225)</b>				
<u>220 Administration</u>								
4065 Official Car Fuel	0	6	0	(6)		(6)	0.0%	
4080 HR & HS	0	1,360	1,622	262		262	83.9%	
4085 Payroll Services	0	487	1,855	1,368		1,368	26.2%	
4300 Mobile Phones	81	1,637	500	(1,137)		(1,137)	327.4%	
4305 Stationery	102	1,272	1,500	228		228	84.8%	
4310 Postage	41	651	500	(151)		(151)	130.1%	
4315 Bank Charges	110	(276)	1,500	1,776		1,776	(18.4%)	
4320 General Admin	814	5,944	8,800	2,856		2,856	67.5%	295
4325 Office Equipment	0	1,195	500	(695)		(695)	238.9%	
4330 IT Equipment	0	21,074	3,000	(18,074)		(18,074)	702.5%	20,537
4335 IT Support & Website	1,895	14,744	6,000	(8,744)		(8,744)	245.7%	4,738
4340 Telephone & Broadband	205	1,880	1,500	(380)		(380)	125.4%	
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	180	1,734	2,500	766		766	69.4%	
4405 Annual Planting	0	4,918	5,000	82		82	98.4%	
4410 Flags	0	841	500	(341)		(341)	168.1%	
4415 Audit Fees	0	2,315	2,300	(15)		(15)	100.7%	
4420 Subscriptions	15	382	2,000	1,618		1,618	19.1%	
4430 Data Protection Officer	0	840	1,000	160		160	84.0%	
4435 General Maintenance	0	3,925	4,000	75		75	98.1%	1,514
4720 Licences	0	57	0	(57)		(57)	0.0%	
Administration :- Indirect Expenditure	<b>3,442</b>	<b>64,985</b>	<b>57,077</b>	<b>(7,908)</b>	<b>0</b>	<b>(7,908)</b>	<b>113.9%</b>	<b>27,084</b>
<b>Net Expenditure</b>	<b>(3,442)</b>	<b>(64,985)</b>	<b>(57,077)</b>	<b>7,908</b>				
6000 plus Transfer from EMR	0	27,084						

**Deal Town Council**  
**Detailed Income & Expenditure by Budget Heading 31/12/2023**  
**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>225 Council</u>								
4365 Legal Advice	0	0	500	500		500	0.0%	
4370 Election Costs	0	13,997	17,000	3,003		3,003	82.3%	
4380 Contingency	0	0	10,000	10,000		10,000	0.0%	
<b>Council :- Indirect Expenditure</b>	<b>0</b>	<b>13,997</b>	<b>27,500</b>	<b>13,503</b>	<b>0</b>	<b>13,503</b>	<b>50.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(13,997)</b>	<b>(27,500)</b>	<b>(13,503)</b>				
<u>250 Grants &amp; Donations</u>								
4470 Annual Grants	5,301	23,346	20,000	(3,346)		(3,346)	116.7%	8,446
4480 Christmas Light Fund	0	0	2,000	2,000		2,000	0.0%	
4485 Food Poverty Fund	4,742	6,926	0	(6,926)		(6,926)	0.0%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
<b>Grants &amp; Donations :- Indirect Expenditure</b>	<b>10,043</b>	<b>30,272</b>	<b>22,500</b>	<b>(7,772)</b>	<b>0</b>	<b>(7,772)</b>	<b>134.5%</b>	<b>8,446</b>
<b>Net Expenditure</b>	<b>(10,043)</b>	<b>(30,272)</b>	<b>(22,500)</b>	<b>7,772</b>				
6000 plus Transfer from EMR	136	8,346						
6001 less Transfer to EMR	0	100						
<b>Movement to/(from) Gen Reserve</b>	<b>(9,907)</b>	<b>(22,026)</b>						
<u>260 Astor Theatre</u>								
4471 DDC Astor Grant	0	5,000	0	(5,000)		(5,000)	0.0%	
<b>Astor Theatre :- Indirect Expenditure</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>	<b>0</b>	<b>(5,000)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(5,000)</b>	<b>0</b>	<b>5,000</b>				
<u>300 Town Hall</u>								
1100 Wedding Hire	270	6,920	10,000	3,080			69.2%	
1105 Chamber Hire	147	1,063	2,000	937			53.2%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	0	450	500	50			90.0%	
<b>Town Hall :- Income</b>	<b>417</b>	<b>8,433</b>	<b>13,500</b>	<b>5,067</b>			<b>62.5%</b>	<b>0</b>
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	180	0	(180)		(180)	0.0%	
4420 Subscriptions	0	1,853	0	(1,853)		(1,853)	0.0%	

**Deal Town Council**  
**Detailed Income & Expenditure by Budget Heading 31/12/2023**  
**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	3,172	11,489	0	(11,489)		(11,489)	0.0%	2,376
4505 Under Croft Cleaning	220	660	1,000	340		340	66.0%	
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	460	1,000	540		540	46.0%	
4530 Gas	156	5,667	2,650	(3,017)		(3,017)	213.9%	
4535 Electricity	0	2,161	6,360	4,199		4,199	34.0%	
4540 Water	0	223	265	42		42	84.0%	
4550 TH Events	0	1,696	1,800	104		104	94.2%	
4710 Rates	1,119	10,071	0	(10,071)		(10,071)	0.0%	
4720 Licences	0	361	500	139		139	72.2%	
<b>Town Hall :- Indirect Expenditure</b>	<b>4,666</b>	<b>37,119</b>	<b>23,075</b>	<b>(14,044)</b>	<b>0</b>	<b>(14,044)</b>	<b>160.9%</b>	<b>3,146</b>
<b>Net Income over Expenditure</b>	<b>(4,250)</b>	<b>(28,685)</b>	<b>(9,575)</b>	<b>19,110</b>				
6000 plus Transfer from EMR	810	3,146						
<b>Movement to/(from) Gen Reserve</b>	<b>(3,440)</b>	<b>(25,539)</b>						
<u>305</u> <u>Police Office</u>								
1120 Police Office Rent	0	6,750	0	(6,750)			0.0%	
<b>Police Office :- Income</b>	<b>0</b>	<b>6,750</b>	<b>0</b>	<b>(6,750)</b>				<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>6,750</b>	<b>0</b>	<b>(6,750)</b>				
<u>310</u> <u>VIC</u>								
1200 VIC Income	0	1	0	(1)			0.0%	
<b>VIC :- Income</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>(1)</b>				<b>0</b>
4605 Terminal Charges	48	450	500	50		50	89.9%	
<b>VIC :- Indirect Expenditure</b>	<b>48</b>	<b>450</b>	<b>500</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>89.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(48)</b>	<b>(448)</b>	<b>(500)</b>	<b>(52)</b>				
<u>410</u> <u>Saturday Market</u>								
1410 Market Traders	2,388	27,190	35,000	7,810			77.7%	
<b>Saturday Market :- Income</b>	<b>2,388</b>	<b>27,190</b>	<b>35,000</b>	<b>7,810</b>			<b>77.7%</b>	<b>0</b>
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	743	3,423	3,000	(423)		(423)	114.1%	
4735 Market Licence/Rates	0	0	1,750	1,750		1,750	0.0%	

**Deal Town Council**  
**Detailed Income & Expenditure by Budget Heading 31/12/2023**  
**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	0	10,450	0	(10,450)		(10,450)	0.0%	
4760 Market Stewards	595	2,258	0	(2,258)		(2,258)	0.0%	
Saturday Market :- Indirect Expenditure	<b>1,338</b>	<b>16,201</b>	<b>7,750</b>	<b>(8,451)</b>	<b>0</b>	<b>(8,451)</b>	<b>209.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,050</b>	<b>10,989</b>	<b>27,250</b>	<b>16,261</b>				
<u>420 Braderie Market</u>								
1415 Braderie stall holders	0	3,215	4,500	1,285			71.4%	
Braderie Market :- Income	<b>0</b>	<b>3,215</b>	<b>4,500</b>	<b>1,285</b>			<b>71.4%</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	1,300	1,200	(100)		(100)	108.3%	
4725 First Aid	0	0	200	200		200	0.0%	
4730 Market General Costs	0	830	0	(830)		(830)	0.0%	
4740 Toilet Hire	0	0	300	300		300	0.0%	
4750 Road Closures	0	480	0	(480)		(480)	0.0%	
Braderie Market :- Indirect Expenditure	<b>0</b>	<b>2,880</b>	<b>2,400</b>	<b>(480)</b>	<b>0</b>	<b>(480)</b>	<b>120.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>335</b>	<b>2,100</b>	<b>1,765</b>				
<u>500 Public Conveniences</u>								
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>				
<u>600 Allotments Golf Road</u>								
1500 Allotment Income	0	1,673	2,000	327			83.7%	
Allotments Golf Road :- Income	<b>0</b>	<b>1,673</b>	<b>2,000</b>	<b>327</b>			<b>83.7%</b>	<b>0</b>
4500 Repairs & Maintenance	147	2,921	2,500	(421)		(421)	116.8%	295
4540 Water	0	82	742	660		660	11.1%	
Allotments Golf Road :- Indirect Expenditure	<b>147</b>	<b>3,003</b>	<b>3,242</b>	<b>239</b>	<b>0</b>	<b>239</b>	<b>92.6%</b>	<b>295</b>
<b>Net Income over Expenditure</b>	<b>(147)</b>	<b>(1,330)</b>	<b>(1,242)</b>	<b>88</b>				
6000 plus Transfer from EMR	0	295						
<b>Movement to/(from) Gen Reserve</b>	<b>(147)</b>	<b>(1,035)</b>						
<u>610 Allotments Park Ave</u>								
1500 Allotment Income	55	1,297	2,000	703			64.9%	
Allotments Park Ave :- Income	<b>55</b>	<b>1,297</b>	<b>2,000</b>	<b>703</b>			<b>64.9%</b>	<b>0</b>

**Deal Town Council**  
**Detailed Income & Expenditure by Budget Heading 31/12/2023**  
**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	205	2,814	2,500	(314)		(314)	112.5%	295
4540 Water	0	267	700	433		433	38.1%	
<b>Allotments Park Ave :- Indirect Expenditure</b>	<b>205</b>	<b>3,081</b>	<b>3,200</b>	<b>119</b>	<b>0</b>	<b>119</b>	<b>96.3%</b>	<b>295</b>
<b>Net Income over Expenditure</b>	<b>(150)</b>	<b>(1,783)</b>	<b>(1,200)</b>	<b>583</b>				
6000 plus Transfer from EMR	0	295						
<b>Movement to/(from) Gen Reserve</b>	<b>(150)</b>	<b>(1,488)</b>						
<b>620 Allotments Mill Road</b>								
1500 Allotment Income	0	1,366	2,000	634			68.3%	
<b>Allotments Mill Road :- Income</b>	<b>0</b>	<b>1,366</b>	<b>2,000</b>	<b>634</b>			<b>68.3%</b>	<b>0</b>
4500 Repairs & Maintenance	147	2,593	2,500	(93)		(93)	103.7%	295
4540 Water	0	327	742	415		415	44.0%	
<b>Allotments Mill Road :- Indirect Expenditure</b>	<b>147</b>	<b>2,919</b>	<b>3,242</b>	<b>323</b>	<b>0</b>	<b>323</b>	<b>90.0%</b>	<b>295</b>
<b>Net Income over Expenditure</b>	<b>(147)</b>	<b>(1,553)</b>	<b>(1,242)</b>	<b>311</b>				
6000 plus Transfer from EMR	0	295						
<b>Movement to/(from) Gen Reserve</b>	<b>(147)</b>	<b>(1,258)</b>						
<b>700 Town Events</b>								
5005 Town Hall Promotions	500	500	200	(300)		(300)	250.0%	
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	251	500	249		249	50.2%	
5035 Holocaust Memorial Day	0	0	200	200		200	0.0%	
<b>Town Events :- Indirect Expenditure</b>	<b>500</b>	<b>751</b>	<b>1,700</b>	<b>949</b>	<b>0</b>	<b>949</b>	<b>44.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(500)</b>	<b>(751)</b>	<b>(1,700)</b>	<b>(949)</b>				
<b>800 Cycle Friendly</b>								
1450 Cycle hire fee income	0	218	0	(218)			0.0%	
<b>Cycle Friendly :- Income</b>	<b>0</b>	<b>218</b>	<b>0</b>	<b>(218)</b>				<b>0</b>
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	0	386	0	(386)		(386)	0.0%	236
<b>Cycle Friendly :- Indirect Expenditure</b>	<b>0</b>	<b>4,636</b>	<b>0</b>	<b>(4,636)</b>	<b>0</b>	<b>(4,636)</b>		<b>766</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(4,418)</b>	<b>0</b>	<b>4,418</b>				
6000 plus Transfer from EMR	0	766						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(3,652)</b>						

**Deal Town Council**  
**Detailed Income & Expenditure by Budget Heading 31/12/2023**  
**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</u> <u>Projects</u>								
4385 Town Signage	0	6,090	0	(6,090)		(6,090)	0.0%	4,923
4475 Special Projects	22,500	22,500	0	(22,500)		(22,500)	0.0%	22,500
4500 Repairs & Maintenance	0	2,083	0	(2,083)		(2,083)	0.0%	2,083
Projects :- Indirect Expenditure	<b>22,500</b>	<b>30,673</b>	<b>0</b>	<b>(30,673)</b>	<b>0</b>	<b>(30,673)</b>		<b>29,506</b>
<b>Net Expenditure</b>	<b>(22,500)</b>	<b>(30,673)</b>	<b>0</b>	<b>30,673</b>				
6000 plus Transfer from EMR	22,500	29,506						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(1,167)</b>						
<b>Grand Totals:- Income</b>	<b>3,475</b>	<b>581,630</b>	<b>535,462</b>	<b>(46,168)</b>			<b>108.6%</b>	
Expenditure	<b>84,914</b>	<b>474,351</b>	<b>549,471</b>	<b>75,120</b>	<b>0</b>	<b>75,120</b>	<b>86.3%</b>	
<b>Net Income over Expenditure</b>	<b>(81,439)</b>	<b>107,279</b>	<b>(14,009)</b>	<b>(121,288)</b>				
plus Transfer from EMR	<b>23,446</b>	<b>69,732</b>						
less Transfer to EMR	<b>0</b>	<b>100</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>(57,993)</b>	<b>176,911</b>						

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members  
**From:** Gary Simpson, Facilities Manager  
**Date:** 4<sup>th</sup> January 2024  
**Subject:** Undercroft Free use request from the RNLI.

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A request has been received from the local RNLI to hire the Undercroft on Saturday 9<sup>th</sup> March 2024 between the hours of 09.00-18.00 hrs for a charity multi discipline triathlon event to celebrate 200 years of the RNLI Charity. They aim to run a similar event to last year where it saw them riding and rowing static machines all day. Last year they did 238 miles, the number of lifeboat stations in the UK, this year they aim to beat that achievement.

For the 199<sup>th</sup> celebration last year that was based in front of St George's Church, the Council loaned 2 of the market gazebos for the day.

The current Undercroft Hire Guidelines state that the Undercroft is only available to hire by local organisations and charities for table-top sales on Saturdays between 08.00hrs and 13.00hrs for a fee of £25.00.

As this request is outside the normal times of hire it would also incur an extra half an hour of staff time to come back to the Town Hall at the end of the event to lock up.

This request does not fit into the free use guidelines, so is being brought to this committee for consideration as a free use request for this fundraising charity event.

**Recommendations:**

To allow the free use of the Undercroft between 09.00-18.00 hrs for a charity multi discipline triathlon event to celebrate 200 years of the RNLI Charity subject to submission of a satisfactory full risk assessment that includes details of how the flagstones in the Undercroft will be protected from the machines.

**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 & Mr P Bone, Responsible Finance Officer  
**Date:** 16 January 2024  
**Subject:** Deal Braderie 2024.

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For the Braderie last year applications opened with the usual 130 stall allocations, at a stall price of £50. However, the take up was slow and Officers struggled to fill all spaces, F&GP were advised of this and agreed a price reduction to £20 per pitch at that time. Unfortunately, even after price reductions only 84 stalls were sold in total.

Officers have considered why the take up was lower than it has ever been since the council started running the Braderie. The event was advertised in the usual way, with the addition of including it on the council's Facebook page and placing an advertisement in the Deal Despatch (Summer issue).

It is possible that as the council needed to cancel the Braderie in 2020 & 2021 due to the Covid pandemic and the again in 2022 due to mourning period following the death of Queen Elizabeth II, that it will take time for the event to get back into people's diaries and also that due to the cost of living booking a stall maybe too high at this time.

Officers have been looking at how the event could be changed to encourage bookings and also in making it easier to manage taking into consideration all that has been learnt from the previous few events.

The Braderie is traditionally held on the third Sunday in September. If the Council agree to hold the Braderie this year, the following details need to be considered for agreement as they need to be included on the events management form that must be registered with Dover District Council. This form must be submitted and accepted by DDC before any advertising or bookings are taken.

Consideration has been given about placing a radius on traders so to help lessen the impact to the environment, however, as it is a one off specialised annual event, encouraging traders from afar would benefit the event and town as it will also encourage visitors.

**Recommendations:**

**Number of Stalls:** To reduce the stall allocation to 81 stalls, located from St Georges Church to Duke Street.

This should ensure that all stalls will be booked and will also reduce the need for some of the road closures at the North End.

**Date:** To hold the Braderie on Sunday 15 September for 2024.

**Route Map:** If stalls are reduced to 81, the High Street will need to be closed between Stanhope Road to Duke Street.

The proposed reduction in stall numbers will result in a reduction in the number of roads joining the High Street that need to be closed on the day.

**Stall Prices:** Stall price £40 and all stalls be the same size of 8ft x 8ft this includes charities as they have the opportunity throughout the year for a pitch in the Undercroft.

Shopkeepers to have a discount of £10 and be charged £30 for stalls that are outside the front of their shop. They will also be given the opportunity to book their stalls before general release.

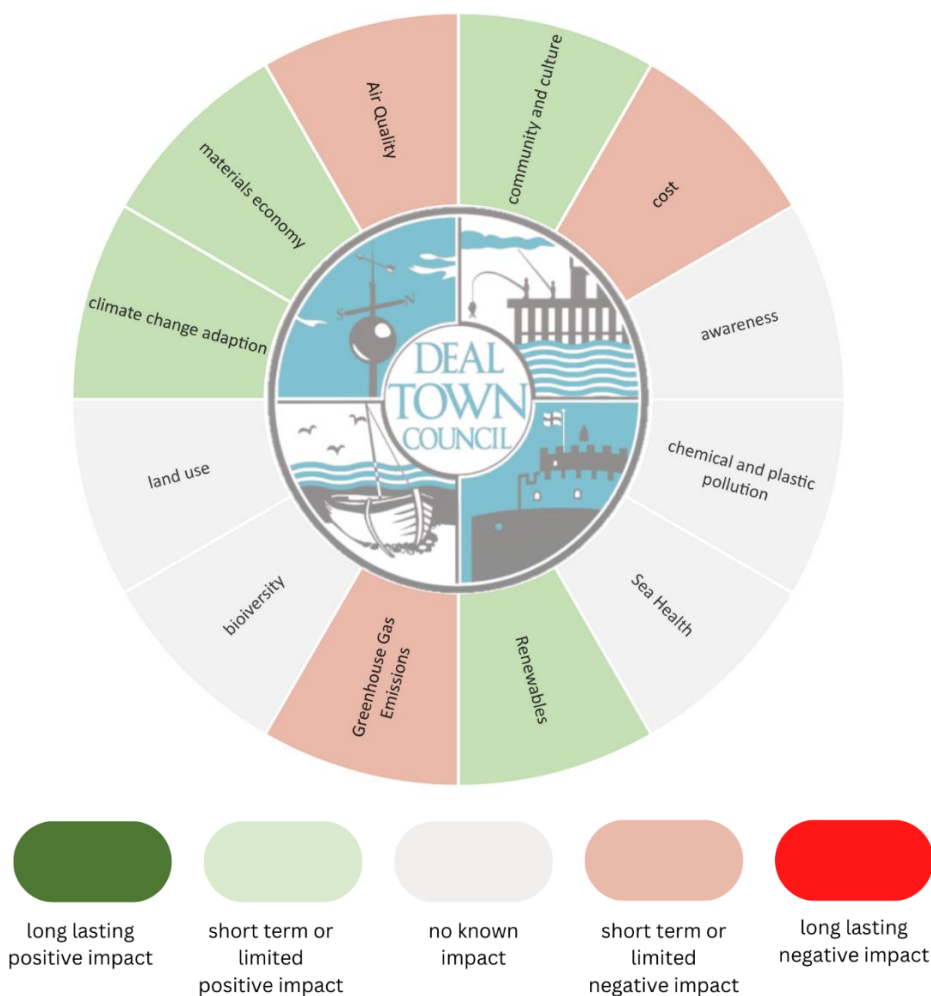
**Street food and drink vans:** To have up to 2 Street food and drink vans. These would be off grid with no generators and need a good attitude to the environment and recycling. Each of these traders to be charged a one-off fee of £200 each.

**Advertising:** To broaden the advertising campaign for the Braderie to encourage visitors from far and wide. Advertising budget required up to £300.

**Staffing on the day of the event:** 2 Members of staff (Market Officer being one of them as responsible for the event and 2 stewards from an external company.

### Decisions required:

1. To consider holding the Braderie on Sunday 15 September 2024
2. To consider reducing the number of stalls to 81 stalls.
3. To consider the stall price being £40 per pitch including charities.
4. To consider reducing the stall price to £30 per stall for shopkeepers with stalls outside their own shops.
5. To consider an advertising budget of up to £300 funded from Braderie income.
6. To consider having up to 2 Street food and drink vans at a charge of £200 each
7. To delegate authority to the R.F.O. and Market Officer in liaison with the Town Clerk the selection of suitable providers for road closures, toilet supplier, first aid cover, stewards and food/drink vendors within the agreed Braderie budget of £2,400.



**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:** 16 January 2024  
**Subject:** Public Conveniences.

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Please see attached draft Service Level Agreement from DDC for the Deal Public Conveniences for 2024/25 together with the covering letter.

Members will note that the Victoria Park toilets were closed in September last year for an indefinite period due to vandalism.

DTC is now being advised by DDC officers that they reopened again in November. At this time, it is unclear if the toilets have been open for the entire period since November and if they will continue to stay open for the coming year.

The King Street toilets were refurbished by DDC during 2023/24 with the aim of reducing future maintenance costs.

Members will note from the attached documents that DDC are requesting a total of £52,174.74 for 2024/25.

This is an increase of nearly 50% on the amounts agreed for the past 2 years. For both 2022/23 and 2023/24, budgets of £35,000 each year were recommended by this committee and agreed by full council.

Officers have written to DDC requesting a full breakdown of these costs and detail of the intentions for the Victoria Park toilets. To date no response has been received.

As part of the Town Plan DTC will be engaging in discussions with DDC regarding the provision of improved toilet facilities within Deal.

At the November meeting of this committee, members agreed within the draft budget to set the budget for toilets at the same level as the previous 2 years at £35,000.

**Recommendation.**

To defer the consideration of the draft Service Level Agreement from DDC for the Deal Public Conveniences in Deal for 2024/25 to a future meeting when DDC have supplied all the information requested.

**Decision Required.**

Members to consider the above recommendation.

DDC Cover Letter:

Dear Lorna

Town and Parish Council Toilet Costs 2024-25

Thank you for your continued financial contribution towards the cost of providing public toilets in your area for 2023-24.

Dover District Council will again need to seek grant support from your council for 2024-25 in order to help cover the running costs of these facilities.

The costs that we are asking to be covered are calculated as follows:

Cleaning Costs:

This figure is the actual cost for 2023-24 and these costs are based on the new contract that started in April 2022.

This cleaning costs for the public toilets at King Street, Deal is £59.41 per day.

This cleaning costs for the public toilets at South Street, Deal is £31.18 per day.

This cleaning costs for the public toilets at Victoria Park, Deal is £36.61 per day.

This cost covers the following:

- Opening and locking the toilets
- Cleaning and replenishing the toilets during the day
- Repairs including:
  - o Unblock urinals, wash hand basins and WC pans
  - o Re-fixing/replacing flush handles/chains
  - o Renew/re-fixing toilet seats
  - o Renew/re-fixing toilet roll holders, soap dispensers and other fittings
  - o Renew/repair pull cords only (not switch)
  - o Minor repairs to toilet cubicles to include re-fixing/renewing bolts to cubicle doors
  - o Changing light bulbs
  - o Check and set time clock controls
- The provision of the following consumables:
  - o Toilet rolls and toilet roll holders
  - o Soap and soap dispensers or bars
  - o Channel blocks for urinals
- Removal of graffiti on all internal and external faces of the conveniences
- Removal and disposal of refuse, litter, or other items such as needles
- Provision and emptying of sanitary bins and nappy bins, where provided
- Litter picking within the boundary
- The provision of all supervision, materials, vehicles plant, tools and protective clothing for the maintenance and running of the Contract

Utility Costs:

These figures are the actual bills paid for 2022-23.

Insurance:

This figure is the actual cost for 2022-23.

Repairs, Maintenance and Improvements:

This cost has not been included and is funded by Dover District Council.

For 2023-24 Dover District Council is requesting £52,174.74 as grant support which is calculated as follows:

King Street, Deal  
£21,624.83 - Cleaning  
£ 481.34 - Electricity  
£ 3,207.42 - Water and Sewerage  
£ 82.70 - Insurance  
£25,396.29 - Total

South Street, Deal  
£11,350.56 - Cleaning  
£ 768.13 - Electricity  
£ 615.02 - Water and Sewerage  
£ 48.53 - Insurance  
£12,782.24 - Total

Victoria Park, Deal  
£13,324.34 - Cleaning  
£ 283.71 - Electricity  
£ 310.31 - Water and Sewerage  
£ 77.85 - Insurance  
£13,996.21 - Total

Please do not hesitate to contact me should you require any further information otherwise I look forward to receiving confirmation in regard to the above.

Yours sincerely

David Parish  
Head of Property Assets

# **SERVICE LEVEL AGREEMENT**

## **DEAL PUBLIC CONVENIENCES**

**1 April 2024 to 31 March 2025**

**Property Assets**  
**Eur.Ing Roger Walton, CEng, MICE**  
**Strategic Director (Operations & Commercial)**

**October 2020**

**Service Level Agreement for the Cleansing, Routine Maintenance and Associated Service Charges of Deal Public Conveniences, 1 April 2024 to 31 March 2025.**

### **1.00 GENERAL**

1.01 This agreement is entered into between Deal Town Council (hereinafter known as the Sponsor) and Dover District Council (hereinafter known as the Provider).

1.02 This agreement may be varied by mutual agreement between both parties.

### **2.00 CONTACT POINTS**

2.01 Contact points for any queries regarding this agreement are:

Sponsor: Lorna Crow  
Town Clerk  
Deal Town Council

Provider: David Parish  
Head of Property Assets  
Dover District Council

### **3.00 SERVICES TO BE PROVIDED**

3.01 The Sponsor will provide grant support to cover the running costs of the facility.

3.02 The Provider will provide and maintain public toilet facilities at the location described in Clause 4.01 for the period 1 April 2024 to 31 March 2025. The Provider will provide insurance cover for all toilets in this agreement.

3.03 The Provider shall insure that the cleansing of public toilets shall be undertaken by the Council's cleaning contractor. Monitor Services, in accordance with Tender Documents dated April 2022. A copy of the Tender Documents may be inspected at the Council Offices, Whitfield.

3.04 Any changes to the cleansing specification can only be made by mutual agreement between both parties.

### **4.00 CHARGES**

4.01 The Sponsor agrees to pay the following contributions for the cleaning, utilities, rates and maintenance.

King Street Public Conveniences	£25,396.29
South Street Public Conveniences	£12,782.24
Victoria Park Public Conveniences	<u>£13,996.21</u>

**Total due £52,174.74**

4.02 The sum for the public conveniences to be paid quarterly in arrears in accordance with schedule listed below:

Quarter 1 - £13,043.69 excluding VAT  
Quarter 2 - £13,043.69 excluding VAT  
Quarter 3 - £13,043.68 excluding VAT  
Quarter 4 - £13,043.68 excluding VAT

4.03 Any changes to the recharges listed in Clause 4.01 can only be made by mutual agreement between both parties.

#### 5.00 INFLATION

5.01 All recharge costs are a fixed price for the duration of the Service Agreement.

#### 6.00 DUTIES OF THE SPONSOR

6.01 To pay all invoices within 14 days of the receipt of the invoice.

#### 7.00 DUTIES OF THE PROVIDER

7.01 To provide public toilet facilities at the listed locations for the duration of the Service Level Agreement.

#### 8.00 DURATION OF SERVICE LEVEL AGREEMENT

8.01 The Agreement takes effect on 1 April 2024 and covers the period to 31 March 2025.

#### 9.00 SIGNED

For the Sponsor:

For the Provider:



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Lorna Crow  
Clerk  
Deal Town Council

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David Parish  
Head of Property Assets  
Dover District Council

Dated:

Dated: 13 November 2023