

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



**Paul Bone**  
**Responsible Finance Officer**  
**Date: 13 March 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 23<sup>rd</sup> January 2024 for approval and signing:</b> Decision required.	Attach. 2
6	<b>Finance: Income &amp; Expenditure figures and Full Bank reconciliation to 29<sup>th</sup> February 2024:</b> Information to note.	Attach. 3
7	<b>Recommendations from the Grants Subcommittee:</b> 1) <b>Annual and Green Grants 2023-24 – Round 3:</b> Decisions required. 2) <b>Annual Grants 2024/25:</b> - Decisions required.	Attach. 4 Attach. 5
8	<b>Town Hall Telephone System:</b> Decision required	Attach. 6
9	<b>Deal Town Council HR and Health &amp; Safety support provider:</b> Decision required	Attach. 7
10	<b>CCLA Bank Signatories:</b> Decision required	Attach. 8
	<b>Date of next F&amp;GP Committee meeting:</b> 21 <sup>st</sup> May 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 and General Purposes Committee Meeting held on Tuesday 23 January 2024 in Deal Town Hall Chamber starting at 7.15pm.**

**Present:**

Cllr D Parks (Chairperson)	Cllr O Richardson (Ex-Officio)
Cllr M Eddy	Cllr B Bano
Cllr S Beer	Cllr P Jull
Cllr S Cullen (From 7:20pm)	

**Officers in attendance:**

Responsible Finance Officer: Paul Bone  
Asst. to the Town Clerk: Joanne Harper

**Others: None**

1.	<b>Chairperson's opening remarks:</b> The Chairperson welcomed everyone to the meeting and advised of the fire evacuation procedures.	Chairperson
2.	<b>Apologies for absence:</b> Apologies received from Cllr T Bond as he was delayed in London and from Cllr D Cronk & Cllr M Cronk whose car had broken down.	R.F.O
3.	<b>Declarations of interest:</b> None Received.	
4.	<b>Public Participation:</b> None.	
5.	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 21st November 2023 for approval and signing:</b> RESOLVED: To accept the minutes of the previous meeting held on 21st November 2023 as a true and accurate record. (P) Cllr M Eddy (S) Cllr P Jull. All Agreed. The Chairperson then duly signed the minutes.	Chairperson
6.	<b>Finance: Income &amp; Expenditure Figures and Full Bank reconciliation to 31st December 2023:</b> Members RESOLVED: To note the Income & Expenditure Figures and Full Bank reconciliation to 31st December 2023. (P) Cllr S Beer (S) Cllr P Jull. All Agreed.	
7.	<b>Free Use Request from the RNLI:</b> Members RESOLVED: To accept the recommendation to allow the free use of the Undercroft on Saturday 9 <sup>th</sup> March 2024 between 09.00-18.00hrs 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. (P) Cllr B Bano (S) Cllr S Beer. All Agreed. Cllr Cullen joined the meeting 7.20pm	Facilities Manager
8.	<b>Recommendations for Braderie 2024:</b> Following discussion Cllr Beer proposed an amendment to offer charities a concession in line with the shopkeepers at £30.00 for their first pitch. Members RESOLVED: To add to the recommendations that charities are charged £30 for their first pitch. (P) Cllr S Beer (S) Cllr O Richardson. 6 For, 0 Against, 1 Abstention. Agreed. Members RESOLVED: <ol style="list-style-type: none"> <li>1. To hold the Braderie on Sunday 15<sup>th</sup> September 2024.</li> <li>2. To reduce the number of stalls to 81 stalls.</li> <li>3. To charge a stall price at £40.00 per pitch, Charities to be charged a reduced rate of £30 for their first stall and £40 for any additional stalls.</li> <li>4. To charge a stall price of £30 per stall for shopkeepers with stalls outside their own shops.</li> <li>5. To provide an advertising budget of up to £300 funded from Braderie income.</li> <li>6. To have up to 2 Street food and drink van at a charge of £200 each.</li> </ol>	R.F.O Market Officer Town Clerk

	<p>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.</p> <p>(P) Cllr S Beer (S) Cllr B Bano. 6 For, 0 Against, 1 Abstention.</p>	
9.	<p><b>DDC Service Level Agreement for Deal Public Conveniences 2024-25:</b> Following discussion Members RESOLVED: The R.F.O to respond to DDC and offer the same level of support funding as in the 2 previous years at £35,000 and as per the agreed draft budget for 2024/25. Also to obtain 3 quotes from local cleaning contractors when exploring options within the Town Plan for the provision of toilets in Deal.</p> <p>(P) Cllr S Beer (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>Cllr Bano proposed that the public are not excluded from the following agenda item as he felt it was not confidential information.</p> <p>Members RESOLVED: Not to exclude the public from agenda item 10.</p> <p>(P) Cllr B Bano (S) Cllr S Beer. All agreed.</p>	
10.	<p><b>Draft Precept Demand 2024:</b> The R.F.O. tabled a proposal for funding the 2024/25 budget using existing reserves that are no longer required supported by a 2.5% increase in the Precept. Following debate members RESOLVED: To make the following recommendations to Full Council-</p> <ol style="list-style-type: none"> <li>1) That the Environment Fund, Transport &amp; Infrastructure Fund and Carbon Roadmap Fund Earmarked reserves are returned to the General Revenue Reserve as the funds are no longer needed for the purpose that the Earmarked reserves were created.</li> <li>2) To allocate £35,000 from the General Revenue Reserve to the Project Fund Earmarked reserve to allow Full Council to fund approved projects.</li> <li>3) To increase the Precept by 2.5%.</li> </ol> <p>(P) Cllr S Beer. (S) Cllr B Bano. 5 for,1 against,1 abstention. Agreed. Cllr P Jull requested that his vote against be recorded and Cllr M Eddy requested that his abstention from voting be recorded.</p>	R.F.O
	<p>Date of next meeting: 19<sup>th</sup> March 2024 The Chairman closed the meeting at 7:57pm</p>	

**Deal Town Council**  
**Bank Reconciliation Statement as at 29/02/2024**  
**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	29/02/2024	100
Nat West Deposit A/C	29/02/2024	194,424.74
		194,524.74
Unpresented Payments (Minus)	Amount	0
		0
		194,524.74
Unpresented Receipts (Plus)		0
		0
		194,524.74
	Balance per Cash Book is :-	194,524.74
	Difference is :-	0

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**Deal Town Council**  
**Bank Reconciliation Statement as at 29/02/2024**  
**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	29/02/2024	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 29/02/2024**  
**for Cashbook 3 - Prepaid Card**

<b>Bank Statement Account Name (s)</b>	<b>Statement Date</b>	<b>Balances</b>
PRE-PAID CARD	29/02/2024	-55.43
		-55.43
Unpresented Payments (Minus)	Amount	
	0	0
		-55.43
Unpresented Receipts (Plus)		
	0	0
		-55.43
	Balance per Cash Book is :-	-55.43
	Difference is :-	0

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**Deal Town Council**  
**Bank Reconciliation Statement as at 29/02/2024**  
**for Cashbook 4 - Town Hall Petty Cash**

<b>Bank Statement Account Name (s)</b>	<b>Statement Date</b>	<b>Balances</b>
Petty Cash	29/02/2024	306.25
		306.25
Unpresented Payments (Minus)	Amount	
	0	0
		306.25
Unpresented Receipts (Plus)		
	0	0
		306.25
	Balance per Cash Book is :-	306.25
	Difference is :-	0

**Deal Town Council**  
**Bank Reconciliation Statement as at 29/02/2024**  
**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	29/02/2024	150000
	Balance per Cash Book is :-	150000
	Difference is :-	0

**Deal Town Council**  
**Detailed Income & Expenditure Reoprt 29/02/2024**

	Actual	Actual Year	Current	Variance	Committed	Funds	% Spent	Transfer
	Current Mth	To Date	Annual Bud	Annual Total	Expenditure	Available		to/from EMR
<u>100</u> <u>General Income</u>								
1076 Precept	0	475,932	475,262	(670)			100.1%	
1080 Bank Interest	265	6,033	1,200	(4,833)			502.7%	
1999 Misc. Income	0	50,216	0	(50,216)			0.0%	
General Income :- Income	<b>265</b>	<b>532,181</b>	<b>476,462</b>	<b>(55,719)</b>			<b>111.7%</b>	<b>0</b>
<b>Net Income</b>	<b>265</b>	<b>532,181</b>	<b>476,462</b>	<b>(55,719)</b>				
<u>200</u> <u>Staff Costs</u>								
4000 Salaries Gross	25,941	227,866	300,000	72,134		72,134	76.0%	
4010 Salaries Employers Pension	5,636	52,432	20,000	(32,432)		(32,432)	262.2%	
4020 Salaries Employers NI	2,404	25,758	25,000	(758)		(758)	103.0%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	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>33,981</b>	<b>309,908</b>	<b>349,571</b>	<b>39,663</b>	<b>0</b>	<b>39,663</b>	<b>88.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(33,981)</b>	<b>(309,908)</b>	<b>(349,571)</b>	<b>(39,663)</b>				
<u>205</u> <u>Official Car</u>								
4060 Official Car Lease	326	4,721	3,564	(1,157)		(1,157)	132.5%	
4065 Official Car Fuel	0	138	500	362		362	27.6%	
Official Car :- Indirect Expenditure	<b>326</b>	<b>4,859</b>	<b>4,064</b>	<b>(795)</b>	<b>0</b>	<b>(795)</b>	<b>119.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(326)</b>	<b>(4,859)</b>	<b>(4,064)</b>	<b>795</b>				
<u>210</u> <u>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	(900)	4,800	5,700		5,700	(18.8%)	
4220 Robes & Regalia	0	0	50	50		50	0.0%	
4245 Town Sergeant Expenses	0	130	0	(130)		(130)	0.0%	
4420 Subscriptions	0	10	0	(10)		(10)	0.0%	
Civic :- Indirect Expenditure	<b>0</b>	<b>(760)</b>	<b>5,950</b>	<b>6,710</b>	<b>0</b>	<b>6,710</b>	<b>(12.8%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>760</b>	<b>(5,950)</b>	<b>(6,710)</b>				



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>215 Mayor's Budget</b>								
4210 Hospitality	106	1,372	1,500	128		128	91.5%	
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	<b>106</b>	<b>1,581</b>	<b>2,700</b>	<b>1,119</b>	<b>0</b>	<b>1,119</b>	<b>58.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(106)</b>	<b>(1,581)</b>	<b>(2,700)</b>	<b>(1,119)</b>				
<b>220 Administration</b>								
4065 Official Car Fuel	0	6	0	(6)		(6)	0.0%	
4070 Training	625	625	0	(625)		(625)	0.0%	
4080 HR & HS	0	1,360	1,622	262		262	83.9%	
4085 Payroll Services	0	1,022	1,855	833		833	55.1%	
4300 Mobile Phones	83	1,805	500	(1,305)		(1,305)	361.1%	
4305 Stationery	172	1,444	1,500	56		56	96.3%	
4310 Postage	2	653	500	(153)		(153)	130.5%	
4315 Bank Charges	109	(62)	1,500	1,562		1,562	(4.1%)	
4320 General Admin	535	6,710	8,800	2,090		2,090	76.2%	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	4,963	20,660	6,000	(14,660)		(14,660)	344.3%	4,738
4340 Telephone & Broadband	200	2,277	1,500	(777)		(777)	151.8%	
4345 Pat Testing	0	0	500	500		500	0.0%	
4355 Premises (Running Costs)	139	8,685	10,000	1,315		1,315	86.9%	
4360 Insurance	0	5,314	0	(5,314)		(5,314)	0.0%	
4375 Marketing/Communications	90	90	2,000	1,910		1,910	4.5%	
4390 Waste & Recycling	191	2,103	2,500	397		397	84.1%	
4405 Annual Planting	0	4,918	5,000	82		82	98.4%	
4410 Flags	30	871	500	(371)		(371)	174.1%	
4415 Audit Fees	0	2,315	2,300	(15)		(15)	100.7%	
4420 Subscriptions	0	482	2,000	1,518		1,518	24.1%	
4430 Data Protection Officer	0	840	1,000	160		160	84.0%	
4435 General Maintenance	277	4,202	4,000	(202)		(202)	105.0%	1,791
4720 Licences	0	57	0	(57)		(57)	0.0%	
Administration :- Indirect Expenditure	<b>7,416</b>	<b>88,644</b>	<b>57,077</b>	<b>(31,567)</b>	<b>0</b>	<b>(31,567)</b>	<b>155.3%</b>	<b>27,361</b>
<b>Net Expenditure</b>	<b>(7,416)</b>	<b>(88,644)</b>	<b>(57,077)</b>	<b>31,567</b>				
6000 plus Transfer from EMR	277	27,361						
<b>Movement to/(from) Gen Reserve</b>	<b>(7,139)</b>	<b>(61,283)</b>						

	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%	
Council :- Indirect Expenditure	<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	(1,000)	23,046	20,000	(3,046)		(3,046)	115.2%	8,446
4480 Christmas Light Fund	0	0	2,000	2,000		2,000	0.0%	
4485 Food Poverty Fund	2,892	9,818	0	(9,818)		(9,818)	0.0%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	<b>1,892</b>	<b>32,864</b>	<b>22,500</b>	<b>(10,364)</b>	<b>0</b>	<b>(10,364)</b>	<b>146.1%</b>	<b>8,446</b>
<b>Net Expenditure</b>	<b>(1,892)</b>	<b>(32,864)</b>	<b>(22,500)</b>	<b>10,364</b>				
6000 plus Transfer from EMR	0	8,346						
6001 less Transfer to EMR	0	100						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,892)</b>	<b>(24,618)</b>						
<u>260 Astor Theatre</u>								
4471 DDC Astor Grant	0	5,000	0	(5,000)		(5,000)	0.0%	
4495 Aster Theatre Grant	0	(5,000)	0	5,000		5,000	0.0%	
Astor Theatre :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<u>300 Town Hall</u>								
1100 Wedding Hire	1,330	9,650	10,000	350			96.5%	
1105 Chamber Hire	843	2,036	2,000	(36)			101.8%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	25	575	500	(75)			115.0%	
Town Hall :- Income	<b>2,198</b>	<b>12,261</b>	<b>13,500</b>	<b>1,239</b>			<b>90.8%</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%	
4310 Postage	2	2	0	(2)		(2)	0.0%	
4345 Pat Testing	0	94	0	(94)		(94)	0.0%	
4360 Insurance	0	0	8,000	8,000		8,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Advertising	0	180	0	(180)		(180)	0.0%	
4420 Subscriptions	0	2,271	0	(2,271)		(2,271)	0.0%	
4500 Repairs & Maintenance	277	13,183	0	(13,183)		(13,183)	0.0%	2,376
4505 Under Croft Cleaning	0	880	1,000	120		120	88.0%	
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	1,290	8,248	2,650	(5,598)		(5,598)	311.2%	
4535 Electricity	0	2,161	6,360	4,199		4,199	34.0%	
4540 Water	131	353	265	(88)		(88)	133.4%	
4550 TH Events	0	1,696	1,800	104		104	94.2%	
4710 Rates	0	11,190	0	(11,190)		(11,190)	0.0%	
4720 Licences	0	361	500	139		139	72.2%	
<b>Town Hall :- Indirect Expenditure</b>	<b>1,700</b>	<b>43,283</b>	<b>23,075</b>	<b>(20,208)</b>	<b>0</b>	<b>(20,208)</b>	<b>187.6%</b>	<b>3,146</b>
<b>Net Income over Expenditure</b>	<b>498</b>	<b>(31,022)</b>	<b>(9,575)</b>	<b>21,447</b>				
6000 plus Transfer from EMR	0	3,146						
<b>Movement to/(from) Gen Reserve</b>	<b>498</b>	<b>(27,875)</b>						
<u>305 Police Office</u>								
1120 Police Office Rent	0	9,000	0	(9,000)			0.0%	
<b>Police Office :- Income</b>	<b>0</b>	<b>9,000</b>	<b>0</b>	<b>(9,000)</b>				<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>9,000</b>	<b>0</b>	<b>(9,000)</b>				
<u>310 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	545	500	(45)		(45)	108.9%	
<b>VIC :- Indirect Expenditure</b>	<b>48</b>	<b>545</b>	<b>500</b>	<b>(45)</b>	<b>0</b>	<b>(45)</b>	<b>108.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(48)</b>	<b>(543)</b>	<b>(500)</b>	<b>43</b>				
<u>410 Saturday Market</u>								
1410 Market Traders	2,995	33,595	35,000	1,405			96.0%	
<b>Saturday Market :- Income</b>	<b>2,995</b>	<b>33,595</b>	<b>35,000</b>	<b>1,405</b>			<b>96.0%</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%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4730 Market General Costs	33	3,534	3,000	(534)		(534)	117.8%	
4735 Market Licence/Rates	0	0	1,750	1,750		1,750	0.0%	
4750 Road Closures	1,100	12,650	0	(12,650)		(12,650)	0.0%	
4760 Market Stewards	704	2,961	0	(2,961)		(2,961)	0.0%	
Saturday Market :- Indirect Expenditure	<b>1,837</b>	<b>19,216</b>	<b>7,750</b>	<b>(11,466)</b>	<b>0</b>	<b>(11,466)</b>	<b>247.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,158</b>	<b>14,379</b>	<b>27,250</b>	<b>12,871</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	35,000	35,000	0		0	100.0%	
Public Conveniences :- Indirect Expenditure	<b>0</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(35,000)</b>	<b>(35,000)</b>	<b>0</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	2,577	6,295	2,500	(3,795)		(3,795)	251.8%	2,725
4540 Water	0	82	742	660		660	11.1%	
Allotments Golf Road :- Indirect Expenditure	<b>2,577</b>	<b>6,377</b>	<b>3,242</b>	<b>(3,135)</b>	<b>0</b>	<b>(3,135)</b>	<b>196.7%</b>	<b>2,725</b>
Net Income over Expenditure	(2,577)	(4,703)	(1,242)	3,461				
6000 plus Transfer from EMR	2,430	2,725						
Movement to/(from) Gen Reserve	(147)	(1,978)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>610 Allotments Park Ave</b>								
1500 Allotment Income	0	1,363	2,000	637			68.1%	
Allotments Park Ave :- Income	<b>0</b>	<b>1,363</b>	<b>2,000</b>	<b>637</b>			<b>68.1%</b>	<b>0</b>
4500 Repairs & Maintenance	1,947	4,907	2,500	(2,407)		(2,407)	196.3%	2,095
4540 Water	123	390	700	310		310	55.7%	
Allotments Park Ave :- Indirect Expenditure	<b>2,069</b>	<b>5,297</b>	<b>3,200</b>	<b>(2,097)</b>	<b>0</b>	<b>(2,097)</b>	<b>165.5%</b>	<b>2,095</b>
Net Income over Expenditure	(2,069)	(3,934)	(1,200)	2,734				
6000 plus Transfer from EMR	1,800	2,095						
Movement to/(from) Gen Reserve	(269)	(1,839)						
<b>620 Allotments Mill Road</b>								
1500 Allotment Income	0	1,398	2,000	602			69.9%	
Allotments Mill Road :- Income	<b>0</b>	<b>1,398</b>	<b>2,000</b>	<b>602</b>			<b>69.9%</b>	<b>0</b>
4500 Repairs & Maintenance	2,703	5,442	2,500	(2,942)		(2,942)	217.7%	2,851
4540 Water	0	395	742	347		347	53.2%	
Allotments Mill Road :- Indirect Expenditure	<b>2,703</b>	<b>5,837</b>	<b>3,242</b>	<b>(2,595)</b>	<b>0</b>	<b>(2,595)</b>	<b>180.0%</b>	<b>2,851</b>
<b>Net Income over Expenditure</b>	<b>(2,703)</b>	<b>(4,439)</b>	<b>(1,242)</b>	<b>3,197</b>				
6000 plus Transfer from EMR	2,556	2,851						
<b>Movement to/(from) Gen Reserve</b>	<b>(147)</b>	<b>(1,588)</b>						
<b>700 Town Events</b>								
5005 Town Hall Promotions	0	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	50	200	150		150	25.0%	
Town Events :- Indirect Expenditure	<b>0</b>	<b>801</b>	<b>1,700</b>	<b>899</b>	<b>0</b>	<b>899</b>	<b>47.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(801)</b>	<b>(1,700)</b>	<b>(899)</b>				
<b>800 Cycle Friendly</b>								
1450 Cycle hire fee income	0	218	0	(218)			0.0%	
Cycle Friendly :- Income	<b>0</b>	<b>218</b>	<b>0</b>	<b>(218)</b>				<b>0</b>

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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>						
<u>900 Projects</u>								
4385 Town Signage	0	6,190	0	(6,190)		(6,190)	0.0%	5,023
4475 Special Projects	0	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
<b>Projects :- Indirect Expenditure</b>	<b>0</b>	<b>30,773</b>	<b>0</b>	<b>(30,773)</b>	<b>0</b>	<b>(30,773)</b>		<b>29,606</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(30,773)</b>	<b>0</b>	<b>30,773</b>				
6000 plus Transfer from EMR	0	29,606						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(1,167)</b>						
<b>Grand Totals:- Income</b>	<b>5,458</b>	<b>594,905</b>	<b>535,462</b>	<b>(59,443)</b>				<b>111.1%</b>
<b>Expenditure</b>	<b>54,653</b>	<b>605,736</b>	<b>549,471</b>	<b>(56,265)</b>	<b>0</b>	<b>(56,265)</b>		<b>110.2%</b>
<b>Net Income over Expenditure</b>	<b>(49,195)</b>	<b>(10,830)</b>	<b>(14,009)</b>	<b>(3,179)</b>				
plus Transfer from EMR	7,063	76,895						
less Transfer to EMR	0	100						
<b>Movement to/(from) Gen Reserve</b>	<b>(42,132)</b>	<b>65,965</b>						

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members  
**From:** Mr P Bone Responsible Finance Officer  
**Date:** 12 March 2024  
**Subject:** Annual and Green Grants 2023-24 – Round 3

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The Grants sub-Committee met on 12th March and considered a total of 12 grant applications that had been submitted and validated.

**Applications received:**

6 Small Grants (Up to £500) totalling £1,964.43  
5 Large Grants (£501 to £1,000) totalling £5,000  
1 Green Grant totalling £1,000

Total value £7,964.43

**Annual Grant 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 £4,320.16

Large Grants £8,880

Total £13,200.16

**Balance £6,799.84** (Under the 50% rule, the maximum value of Large Grants that can be paid in round 3 is £1,120 leaving £5,679.84 for small grants)

**Green Grant Budget:**

The budget for 2023-24 has been set at £3,340.

Grants already paid/committed: £136

**Balance £3,204**

When considering the grant applications, the subcommittee recommended that 2 of the small grant applications were more appropriate to be Green Grants and scored them using the Green Grant score sheet questions.

**Recommendations:**

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

**Large Grant applications:**

**Bright Sparks:** Requested £1,000 to purchase equipment to fit out a new electric minibus.

Members scored the application 21 out of a possible 33 and RECOMMENDED: That a grant of £500 is paid. Of this, £450 being to purchase First Aid kit, Fire extinguisher, 2 car seats & 9 seat covers and the remaining £50 being a contribution to other items required to fit out the minibus.

**Deal Tiger Gym International (TGI) Tang So Doo:** Requested £1,000 to purchase gym equipment for a new club.

Members scored the application 18 out of a possible 33 and RECOMMENDED: That a grant of £500 is paid as a contribution to purchase gym equipment.

**Deal & Walmer Allotment Holders Association:** Requested £1,000 to purchase a new outhouse for their composting toilets.

Members scored the application 17 out of a possible 33 and RECOMMENDED: That a grant of £500 is paid as a contribution to purchase a new outhouse for their composting toilets.

**Deal Pride:** Requested £1,000 as a contribution towards the cost of the Deal Pride event.

Members scored the application 18 out of a possible 33 and RECOMMENDED: That a grant of £500 is paid as a contribution towards the cost of the Deal Pride event.

**Deal, Walmer & Kingsdown Amateur Rowing Club:** Requested £1,000 as a contribution towards the cost of purchasing 4 sets of Sculling blades.

Members scored the application 20 out of a possible 33 and RECOMMENDED: That a grant of £500 is paid as a contribution towards the cost of purchasing Sculling blades.

### **Small Grant applications:**

**Walmer & Deal Action for Swifts (WALDAS):** Requested £443.43 to purchase Swift nest boxes and to produce leaflets.

The Grants subcommittee considered this application as a Green Grant application. Members scored the application 24 out of a possible 33 and RECOMMENDED: That a full Green Grant is paid of £443.43.

**Deal & Walmer Chamber of Trade:** Requested £450 to purchase 800 metres of Union Jack bunting fabric flags for the high street.

Members scored the application 23 out of a possible 33 and RECOMMENDED: That a grant of up to £500 is paid, subject to the specification of the final product to be purchased having been agreed by the R.F.O. in liaison with the Chairperson of the Grants subcommittee.

**Dover & District Beekeepers:** Requested £100 as a contribution towards equipment required for help in tackling the Asian Hornet problem.

The Grants subcommittee considered this application as a Green Grant application. Members scored the application 25 out of a possible 33 and RECOMMENDED: That a full Green Grant is paid of £100.

**The Deal Pirates Community Association:** Requested £350 to fund equipment hire and the hire of an accessible toilet for the Sandown Castle Community Garden Picnic.

Members scored the application 19 out of a possible 33 and RECOMMENDED: That a grant of up to £250 is paid for toilet hire, subject to it being an accessible toilet.



**The Deal Society:** Requested £500 as a contribution towards the costs of Heritage Open Days.

Members scored the application 21 out of a possible 33 and RECOMMENDED: That a full grant of £500 is paid.

**The Rotary Club of Deal:** Requested £121 to hire the Town Hall for a fundraising fashion show. Members scored the application 21 out of a possible 33 and RECOMMENDED: That a full grant of £121 is paid.

### **Green Grant application:**

**Walmer Cricket Club:** Requested £1,000 as a contribution towards the cost of solar panels for the clubhouse roof. Members scored the application 24 out of a possible 33 and RECOMMENDED: That a grant of £1,000 is paid towards the cost of solar panels for the clubhouse roof, subject to the club raising sufficient funds for the project to go ahead within 12 months of the award.

### **Decisions required:**

Members to consider the above recommendations from the Grants Subcommittee.

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance & General Purposes Committee, Committee members  
**From:** Mr P Bone Responsible Finance Officer  
**Date:** 12 March 2024  
**Subject:** Annual Grants 2024/25

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The Grants sub-Committee met on 12th March and considered the dates for grant applications to be recommended for the 2024/25 annual grants budget.

Following debate, members agreed the following recommendation:

To recommend to the Finance and General Purposes committee that the closing dates for 2024/25 grant applications are:

- Round 1: - Applications close: 31<sup>st</sup> May 2024 F&GP Meeting date: 23 July 2024
- Round 2: - Applications close: 30<sup>th</sup> Sept 2024 F&GP Meeting date: 19<sup>th</sup> Nov 2024
- Round 3: - Applications close: 31<sup>st</sup> Jan 2025 F&GP Meeting date: 18<sup>th</sup> Mar 2025

**Decision required:**

Members to consider the above recommendations from the Grants Subcommittee.

**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:** 11 March 2024  
**Subject:** Town Hall Telephone System.

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Members may be aware that BT has announced that all analogue telephone services will be terminated by 2025.

As part of this many domestic users are having their telephone lines automatically transferred over to digital Broadband connected telephones.

As the Town Hall has an analogue sub-system within the building that not only deals with the telephones but the fire alarm, intruder alarm and lift alarm signaling, this will all need replacing with a fully digital solution during this year.

The current telephone system was installed in 2011 At a cost of around £2,500.

The average monthly bill for lines and calls over the past 3 years has been £156 per month.

The current provider can offer a fully digital solution that would utilise the existing structured network cabling within the Town Hall at £10 per month below the current monthly cost including new handsets, installation, setup, training, and maintenance with fixed prices for 5 years. This system will also be able to deal with the alarm signaling without the cost of changing the signaling equipment within those systems.

**Recommendation:**

To delegate authority to the R.F.O. in liaison with the Town Clerk to explore further system providers and place a new 5-year contract that meets the foreseeable requirements of the Council for telephone and signaling for a fixed monthly cost not exceeding £147 per month.

**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:** Mr P Bone Responsible Finance Officer  
**Date:** 11 March 2024  
**Subject:** Deal Town Council HR and Health & Safety support provider.

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The Current 5-year Contract for combined HR and Health & Safety support is about to end.

The R.F.O. has explored possible alternative providers, this included making enquiries with KALC and the Council's auditors regarding alternative companies used by local councils.

The representative from KALC advised that they were only aware of the company we used and one other company who provided these services to Local Councils.

The R.F.O. found a third company who also deal with Local Councils.

The R.F.O. and/or Town Clerk have had meetings with the three possible providers identified and obtained quotations from each.

None of the companies identified are local and all provide a national service. However, no local companies have been identified that have expertise in Local Council HR.

**Budget:**

The agreed budget for 2024/25 for these services is £3,243.

Please see quotations in your Pink Papers.

**Company A (existing supplier)**

£3,500 per Annum (Was £2,720.80 for 2023/24) This represents an increase of 38%

Note: This price will increase annually in line with inflation.

Support is provided by a small team assigned to the Council's account.

This price includes 5 unlimited 'eLearning' training licences for named staff.

The additional licence required for the remaining staff is £657 per annum that would be charged to the staff training budget.

**Company B**

£4,082.64 per Annum

Note: This price will increase periodically in line with inflation.

Support is provided by trained personnel but not assigned to the Council's account.

This price includes unlimited 'eLearning' training licences for all staff.

### **Company C**

£3,300 per Annum

Note: This price is fixed for the full 5-year term.

Support is provided by a dedicated contact for HR services and a dedicated contact for H&S services who are supported by small teams assigned to the Council's account.

This price does not include unlimited 'eLearning'.

The cost of the unlimited 'eLearning' training licenses for all staff and Cllrs is £360 per annum that would be charged to the appropriate training budgets.

### **Officer Recommendation:**

That a 5-year contract is placed with Company 'C' including the unlimited 'eLearning' training licenses.

### **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:** Mr P Bone Responsible Finance Officer  
**Date:** 11 March 2024  
**Subject:** CCLA Bank Signatories.

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At the November meeting of this committee, it was RESOLVED: To invest £100,000 in the CCLA Public Sector Deposit Fund that has instant access.

Before the set up of the fund can be completed, the application requires confirmation of the bank signatories who will be able to authorise movements on this account as requested by Council.

As Council have already agreed the bank signatories for the Nat West bank accounts, the R.F.O. recommends that members use the same for the CCLA account.

The NatWest signatory mandate requires two of the approved bank signatories to authorise any manual transaction on the account. The current approved signatories are: Cllr T Bond, Cllr S Beer, Cllr D Cronk & Paul Bone (R.F.O.)

**Recommendation:**

That the CCLA Public Sector Deposit Fund is set up to require two of the approved bank signatories to authorise any manual transaction on the account and that the approved signatories are: Cllr T Bond, Cllr S Beer, Cllr D Cronk & Paul Bone (R.F.O.)

**Decision Required:**

Members to consider the above recommendation.