

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<sup>st</sup> May 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 20<sup>th</sup> May 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: 15 May 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 19<sup>th</sup> March 2024 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> March 2024:</b> Information to note.	Attach. 3
7	<b>Free use requests:</b> i) Town Hall Free use request for University of Greenwich presentation - Decision required. ii) Saturday Market free Charity pitch request - Decision required.	Attach. 4 Attach. 5
8	<b>Allotments:</b> Tenancy Agreement review - Decision required.	Attach. 6
9	<b>Braderie 2024:</b> Decision required.	Attach. 7
10	<b>Town Hall Hire Charges</b> Decisions required.	Attach. 8
	<b>Date of next F&amp;GP Committee meeting:</b> 23 <sup>rd</sup> July 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 19<sup>th</sup> March 2024**

Present: Cllr Parks (Chairperson) Cllr M Eddy  
Cllr S Beer Cllr B Bano  
Cllr P Jull Cllr S Cullen (From 7:20pm)

Officers: Responsible Finance Officer: Paul Bone Others: 1 member of public  
Finance Assistant: Heather McAdam  
Clerical Officer: Chloe McKay

**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 T Bond, Cllr D Cronk and Cllr M Cronk who all had prior commitments.	R.F.O
3	<b>Declarations of interest:</b> Cllr Bano declared a VAOI for agenda item 10 due to charity involvement. Cllr Jull declared a VAOI for agenda item 7 as he knows two of the applicants.	
4	<b>Public Participation and Statements received:</b> The member of public declared he was present to answer any questions on behalf of one of the applications for agenda item 7.	
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> RESOLVED: To accept the minutes from the previous meeting held on 23 <sup>rd</sup> January 2024 as a true and accurate record. (P) Cllr B Bano (S) Cllr P Jull. All Agreed.	Chairperson
6	<b>Finance: Income &amp; Expenditure figures and Full Bank reconciliation to 29<sup>th</sup> February 2024:</b> Members RESOLVED: To note the Income & Expenditure Figures and Full Bank reconciliation to 29 <sup>th</sup> February 2024. (P) Cllr B Bano (S) Cllr S Beer. All Agreed. Cllr S Cullen joined the meeting at 7.20pm.	
7	<b>Recommendations from the Grants Subcommittee:</b> <b>1) Annual and Green Grants 2023-24- Round 3:</b> After discussion Members RESOLVED: To vote to accept the recommendations on block. (P) Cllr B Bano (S) Cllr S Beer. 4 For 2 Against. Motion Carried. Members agreed to the recommendations from the Grants Subcommittee and RESOLVED: <ul style="list-style-type: none"> <li>• <b>Bright Sparks</b> - To award a partial grant of £500. Of this, £450 being to purchase First Aid kit, Fire extinguisher, 2 car seats &amp; 9 seat covers and the remaining £50 being a contribution to other items required to fit out the minibus.</li> <li>• <b>Deal Tiger Gym International (TGI) Tang So Doo</b> – To award a partial grant of £500 as a contribution to purchase gym equipment.</li> <li>• <b>Deal &amp; Walmer Allotment Holders Association</b> – To award a partial grant of £500 as a contribution to purchase a new outhouse for their composting toilets.</li> <li>• <b>Deal Pride</b> – To award a partial grant of £500 as a contribution towards the cost of the Deal Pride event.</li> <li>• <b>Deal, Walmer &amp; Kingsdown Amateur Rowing Club</b> – To award a partial grant of £500 as a contribution towards the cost of purchasing Sculling blades.</li> </ul>	R.F.O

	<ul style="list-style-type: none"> <li>• <b>Walmer &amp; Deal Action for Swifts (WALDAS):</b> - To award a full Green Grant of £443.43.</li> <li>• <b>Deal &amp; Walmer Chamber of Trade</b> – To award a grant of up to £500, 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.</li> <li>• <b>Dover &amp; District Beekeepers</b> – To award a full Green Grant of £100.</li> <li>• <b>The Deal Pirates Community Association</b> – To award a grant of up to £250 for toilet hire, subject to it being an accessible toilet.</li> <li>• <b>The Deal Society</b> – To award a full grant of £500.</li> <li>• <b>The Rotary Club of Deal</b> – To award a full grant of £121.</li> <li>• <b>Walmer Cricket Club</b> – To award a full grant of £1,000 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.</li> <li>• <b>Three Castles of Deal (Deal Rotary Pirates)</b> – To award a full Green Grant of £300</li> </ul> <p>(P) Cllr B Bano (S) Cllr S Beer. 4 For 2 Against. Motion Carried.</p> <p><b>2) Annual Grants 2024/25:</b> Members RESOLVED: To accept the recommendation that the closing dates for 2024/25 grant applications are:</p> <ul style="list-style-type: none"> <li>• Round 1: - Applications close: 31<sup>st</sup> May 2024 F&amp;GP Meeting date: 23 July 2024</li> <li>• Round 2: - Applications close: 30<sup>th</sup> Sept 2024 F&amp;GP Meeting date: 19<sup>th</sup> Nov 2024</li> <li>• Round 3: - Applications close: 31<sup>st</sup> Jan 2025 F&amp;GP Meeting date: 18<sup>th</sup> Mar 2025</li> </ul> <p>(P) Cllr S Beer (S) Cllr S Cullen. All Agreed.</p>	
8	<p><b>Town Hall Telephone System:</b> Members RESOLVED: To accept the 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.</p> <p>(P) Cllr P Jull (S) Cllr M Eddy. All Agreed.</p>	R.F.O
9	<p><b>Deal Town Council HR and Health &amp; Safety support provider:</b> Members RESOLVED: To accept the recommendation that a 5-year contract is placed with Company 'C' including the unlimited 'eLearning' training licenses.</p> <p>(P) Cllr S Beer (S) Cllr P Jull. All Agreed.</p>	R.F.O
10	<p><b>CCLA Bank Signatories:</b> Members RESOLVED: To accept the 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 &amp; Paul Bone (R.F.O.)</p> <p>(P) Cllr S Beer (S) Cllr M Eddy. All Agreed.</p>	R.F.O
	<p><b>Chairperson closed the meeting at:</b> 7:43pm</p>	

**Deal Town Council**  
**Bank Reconciliation Statement as at 31/03/2024**  
**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	31/03/2024	100
Nat West Deposit A/C	31/03/2024	136860
		136960
Unpresented Payments (Minus)	Amount	0
		0
		136960
Unpresented Receipts (Plus)		0
		0
		136960
	Balance per Cash Book is :-	136960
	Difference is :-	0

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**Deal Town Council**  
**Bank Reconciliation Statement as at 31/03/2024**  
**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	31/03/2024	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 31/03/2024**  
**for Cashbook 3 - Prepaid Card**

Bank Statement Account Name (s)	Statement Date	Balances
PRE PAID CARD	31/03/2024	-460.74
		-460.74
Unpresented Payments (Minus)	Amount	0
		0
		-460.74
Unpresented Receipts (Plus)		0
		0
		-460.74
	Balance per Cash Book is :-	-460.74
	Difference is :-	0

**Deal Town Council**  
**Bank Reconciliation Statement as at 31/03/2024**  
**for Cashbook 4 - Town Hall Petty Cash**

Bank Statement Account Name (s)	Statement Date	Balances
Petty Cash	31/03/2024	87.92
		87.92
Unpresented Payments (Minus)	Amount	0
		0
		87.92
Unpresented Receipts (Plus)		0
		0
		87.92
	Balance per Cash Book is :-	87.92
	Difference is :-	0

**Deal Town Council**  
**Bank Reconciliation Statement as at 31/03/2024**  
**for Cashbook 5 - Nat West Treasury Account**

<b>Bank Statement Account Name (s)</b>	<b>Statement Date</b>	<b>Balances</b>
Bank Statement Account Name (s)	31/03/2024	Balances
Nat west Treasury account		150000
	Amount	150000
		0
Unpresented Payments (Minus)		0
		0
		150000
Unpresented Receipts (Plus)		0
		0
	Balance per Cash Book is	150000
	:-	150000
	Difference is :-	0

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**Deal Town Council**

**Detailed Income & Expenditure by Budget Heading 31/03/24**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
<b><u>100</u> General Income</b>							
1076 Precept	0	475932	475262	(670)		100.1%	
1080 Bank Interest	197	6230	1200	(5,030)		519.2%	
1999 Misc. Income	2000	2399	0	(2,399)		0.0%	
General Income :- Income	2197	484561	476462	(8,099)		101.7%	0
Net Income	2197	484561	476462	(8,099)			
<b><u>200</u> Staff Costs</b>							
4000 Salaries Gross	21402	249268	300000	50732	50732	83.1%	
Salaries Employers							
4010 Pension	7049	59481	20000	(39,481)	(39,481)	297.4%	13000
4020 Salaries Employers NI	(1)	25757	25000	(757)	(757)	103.0%	
4055 Travel & Subsistence	0	0	100	100	100	0.0%	
4070 Training	1020	1428	2000	572	572	71.4%	
4075 Staff Uniforms	(750)	233	100	(133)	(133)	232.6%	
4080 HR & HS	0	1360	1621	261	261	83.9%	
4085 Payroll Services	0	1100	0	(1,100)	(1,100)	0.0%	
4090 Staff Recruitment	750	750	750	0	0	100.0%	
Staff Costs :- Indirect Expenditure	29470	339378	349571	10193	10193	97.1%	0
Net Expenditure	(29,470)	(339,378)	(349,571)	(10,193)			
6000 plus Transfer from EMR	0	13000					
Movement to/(from) Gen Reserve		(326,378)					
<b><u>205</u> Official Car</b>							
4060 Official Car Lease	(1,159)	3562	3564	2	2	99.9%	
4065 Official Car Fuel	138	276	500	224	224	55.3%	
Official Car :- Indirect Expenditure	(1,021)	3838	4064	226	226	94.5%	0
Net Expenditure	1021	(3,838)	(4,064)	(226)			
<b><u>210</u> Civic</b>							
4055 Travel & Subsistence	0	0	100	100	100	0.0%	
4070 Training	0	0	1000	1000	1000	0.0%	
4200 Cllr. Allowances	5100	4200	4800	600	600	87.5%	
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	5100	4340	5950	1610	1610	72.9%	0
Net Expenditure	(5,100)	(4,340)	(5,950)	(1,610)			



**Deal Town Council**

**Detailed Income & Expenditure by Budget Heading 31/03/24**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
<b>215 Mayor's Budget</b>							
4210 Hospitality	0	930	1500	570	570	62.0%	
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	221	300	79	79	73.7%	
4240 Mayoress Expenses	0	221	300	79	79	73.7%	
Mayor's Budget :- Indirect Expenditure	0	1581	2700	1119	1119	58.6%	0
Net Expenditure	0	(1,581)	(2,700)	(1,119)			
<b>220 Administration</b>							
4065 Official Car Fuel	0	6	0	(6)	(6)	0.0%	
4070 Training	(625)	0	0	0	0	0.0%	
4080 HR & HS	0	1360	1622	262	262	83.9%	
4085 Payroll Services	0	1022	1855	833	833	55.1%	
4300 Mobile Phones	(1,317)	489	500	12	12	97.7%	
4305 Stationery	0	1444	1500	56	56	96.3%	
4310 Postage	0	653	500	(153)	(153)	130.5%	
4315 Bank Charges	103	41	1500	1459	1459	2.7%	
4320 General Admin	1473	8183	8800	617	617	93.0%	295
4325 Office Equipment	0	1195	500	(695)	(695)	238.9%	
4330 IT Equipment	0	21074	3000	(18,074)	(18,074)	702.5%	20537
4335 IT Support & Website	683	21343	6000	(15,343)	(15,343)	355.7%	14738
4340 Telephone & Broadband	200	2477	1500	(977)	(977)	165.1%	
4345 Pat Testing	0	0	500	500	500	0.0%	
4355 Premises (Running Costs)	(6,103)	2582	10000	7418	7418	25.8%	
4360 Insurance	(5,314)	0	0	0	0	0.0%	
4375 Marketing/Communications	0	90	2000	1910	1910	4.5%	
4390 Waste & Recycling	189	2292	2500	208	208	91.7%	
4405 Annual Planting	0	4918	5000	82	82	98.4%	
4410 Flags	0	871	500	(371)	(371)	174.1%	
4415 Audit Fees	0	2315	2300	(15)	(15)	100.7%	
4420 Subscriptions	320	802	2000	1198	1198	40.1%	
4430 Data Protection Officer	0	840	1000	160	160	84.0%	
4435 General Maintenance	0	4202	4000	(202)	(202)	105.0%	1791
4720 Licences	0	57	0	(57)	(57)	0.0%	
Admin :- Indirect Expenditure	(10,390)	78253	57077	(21,176)	(21,176)	137.1%	37361
Net Expenditure	10390	(78,253)	(57,077)	21176			
6000 plus Transfer from EMR Movement to/(from) Gen Reserve	0	37361					
	10390	(40893)					

**Deal Town Council**  
**Detailed Income & Expenditure by Budget Heading 31/03/24**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR	
<b><u>221 Town Hall Cleaning</u></b>								
4356	TOWN HALL CLEANING	0	5025	0	(5,025)	(5,025)	0.0%	
	TOWN HALL CLEANING :- Indirect Expenditure	0	5025	0	(5,025)	(5,025)	0	
	Net Expenditure	0	(5,025)	0	5025			
<b><u>225 Council</u></b>								
4365	Legal Advice	0	0	500	500	500	0.0%	
4370	Election Costs	0	13997	17000	3003	3003	82.3%	
4380	Contingency	1485	1485	10000	8515	8515	14.8%	
	Council :- Indirect Expenditure	1485	15482	27500	12018	12018	56.3%	0
	Net Expenditure	(1,485)	(15,482)	(27,500)	(12,018)			
<b><u>250 Grants &amp; Donations</u></b>								
4470	Annual Grants	5214	28261	20000	(8,261)	(8,261)	141.3%	10289
4480	Christmas Light Fund	0	0	2000	2000	2000	0.0%	
4485	Food Poverty Fund	0	9818	0	(9,818)	(9,818)	0.0%	10000
4490	St Omer Twinning	0	0	500	500	500	0.0%	
	Grants & D :- Indirect Expenditure	5214	38079	22500	(15,579)	(15,579)	169.2%	10289
	Net Expenditure	(5,214)	(38,079)	(22,500)	15579			
6000	plus Transfer from EMR	1843	10189					
6001	less Transfer to EMR Movement to/(from) Gen Reserve	0	100					
		(3,371)	-17,989					
<b><u>260 Astor Theatre</u></b>								
4471	DDC Astor Grant	0	5000	0	(5,000)	(5,000)	0.0%	
4495	Aster Theatre Grant	0	(5,000)	0	5000	5000	0.0%	
	Astor Theatre :- Indirect Expenditure	0	0	0	0	0	0	
	Net Expenditure	0	0	0	0			
<b><u>300 Town Hall</u></b>								
1100	Wedding Hire	260	9910	10000	90		99.1%	
1105	Chamber Hire	121	2157	2000	(157)		107.8%	
1110	Committee Room Hire	0	0	1000	1000		0.0%	
1115	Under Croft Hire	20	595	500	(95)		119.0%	

**Deal Town Council**  
**Detailed Income & Expenditure by Budget Heading 31/03/24**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
Town Hall :- Income	401	12662	13500	838		93.8%	0
4060 Official Car Lease	0	296	0	(296)	(296)	0.0%	
4070 Training	0	1565	0	(1,565)	(1,565)	0.0%	770
4080 HR & HS	0	342	0	(342)	(342)	0.0%	
4310 Postage	0	2	0	(2)	(2)	0.0%	
4345 Pat Testing	0	94	0	(94)	(94)	0.0%	
4360 Insurance	12201	12201	8000	(4,201)	(4,201)	152.5%	
4400 Advertising	0	180	0	(180)	(180)	0.0%	
4420 Subscriptions	0	2271	0	(2,271)	(2,271)	0.0%	
4500 Repairs & Maintenance	275	13458	0	(13,458)	(13,458)	0.0%	2376
4505 Under Croft Cleaning	220	1100	1000	(100)	(100)	110.0%	
4510 Furniture & Equipment	0	0	1000	1000	1000	0.0%	
4520 Boiler Service & Maint.	0	0	500	500	500	0.0%	
4525 Window Cleaning	190	650	1000	350	350	65.0%	
4530 Gas	3084	11333	2650	(8,683)	(8,683)	427.6%	
4535 Electricity	94	2255	6360	4105	4105	35.5%	
4540 Water	0	353	265	(88)	(88)	133.4%	
4550 TH Events	0	1696	1800	104	104	94.2%	
4710 Rates	0	11190	0	(11,190)	(11,190)	0.0%	
4720 Licences	0	361	500	139	139	72.2%	
<hr/>							
Town Hall :- Indirect Expenditure	16065	59348	23075	(36,273)	(36,273)	257.2%	3146
Net Income over Expenditure	(15,664)	(46,686)	(9,575)	37111			
6000 plus Transfer from EMR Movement to/(from) Gen Reserve	0	3146					
	(15,664)	(43,540)					
<hr/>							
<b>305 Police Office</b>							
1120 Police Office Rent	0	9000	0	(9,000)		0.0%	
Police Office :- Income	0	9000	0	(9,000)			0
Net Income	0	9000	0	(9,000)			
<hr/>							
<b>310 VIC</b>							
1200 VIC Income	0	1	0	(1)		0.0%	
VIC :- Income	0	1	0	(1)			0
4605 Terminal Charges	71	616	500	(116)	(116)	123.1%	
<hr/>							
VIC :- Indirect Expenditure	71	616	500	(116)	(116)	123.1%	0
Net Income over Expenditure	(71)	(614)	(500)	114			

**Deal Town Council**  
**Detailed Income & Expenditure by Budget Heading 31/03/24**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR	
<b><u>410 Saturday Market</u></b>								
1410	Market Traders	2885	36480	35000	(1,480)	104.2%		
	Saturday Market :- Income	2885	36480	35000	(1,480)	104.2%	0	
4420	Subscriptions	444	504	500	(4)	(4)	100.8%	
4500	Repairs & Maintenance	0	11	0	(11)	(11)	0.0%	
4715	Profit Share	0	0	2500	2500	2500	0.0%	
4730	Market General Costs	0	3534	3000	(534)	(534)	117.8%	
4735	Market Licence/Rates	0	0	1750	1750	1750	0.0%	
4750	Road Closures	1100	13750	0	(13,750)	(13,750)	0.0%	
4760	Market Stewards	592	3553	0	(3,553)	(3,553)	0.0%	
	S Market :- Indirect Expenditure	2136	21351	7750	(13,601)	(13,601)	275.5%	0
	Net Income over Expenditure	750	15129	27250	12121			
<b><u>420 Braderie Market</u></b>								
1415	Braderie stall holders	0	3215	4500	1285		71.4%	
	Braderie Market :- Income	0	3215	4500	1285		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	1300	1200	(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	0	2880	2400	(480)	(480)	120.0%	0
	Net Income over Expenditure	0	335	2100	1765			
<b><u>500 Public Conveniences</u></b>								
4800	Public Conveniences	0	35000	35000	0	0	100.0%	
	Public Conv's :- Indirect Expenditure	0	35000	35000	0	0	100.0%	0
	Net Expenditure	0	(35,000)	(35,000)	0			
<b><u>600 Allotments Golf Road</u></b>								
1500	Allotment Income	504	2177	2000	(177)		108.9%	
	Allotments Golf Road :- Income	504	2177	2000	(177)		108.9%	0
4500	Repairs & Maintenance	293	6588	2500	(4,088)	(4,088)	263.5%	2725
4540	Water	0	82	742	660	660	11.1%	
	Allotments Golf Road :- Indirect Expenditure	293	6670	3242	(3,428)	(3,428)	205.7%	2725
	Net Income over Expenditure	211	(4,493)	(1,242)	3251			
6000	plus Transfer from EMR Movement to/(from) Gen Reserve	0	2725					
		211	(1,768)					

**Deal Town Council**  
**Detailed Income & Expenditure by Budget Heading 31/03/24**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR	
<b><u>610 Allotments Park Ave</u></b>								
1500	Allotment Income	0	1363	2000	637	68.1%		
	Allotments Park Ave :- Income	0	1363	2000	637	68.1%	0	
4500	Repairs & Maintenance	293	5200	2500	(2,700)	(2,700)	208.0%	2095
4540	Water	0	390	700	310	310	55.7%	
	Park Ave :- Indirect Expenditure	293	5590	3200	(2,390)	(2,390)	174.7%	2095
	Net Income over Expenditure	(293)	(4,227)	(1,200)	3027			
6000	plus Transfer from EMR Movement to/(from) Gen Reserve	0	2095					
		(293)	(2,132)					
<b><u>620 Allotments Mill Road</u></b>								
1500	Allotment Income	0	1398	2000	602	69.9%		
	Allotments Mill Road :- Income	0	1398	2000	602	69.9%	0	
4500	Repairs & Maintenance	1243	6685	2500	(4,185)	(4,185)	267.4%	2851
4540	Water	0	395	742	347	347	53.2%	
	Allotments Mill Road :- Indirect Expenditure	1243	7080	3242	(3,838)	(3,838)	218.4%	2851
	Net Income over Expenditure	(1,243)	(5,682)	(1,242)	4440			
6000	plus Transfer from EMR Movement to/(from) Gen Reserve	0	2851					
		(1,243)	(2,832)					
<b><u>700 Town Events</u></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	166	166	200	34	34	83.0%	
5030	Charter Day	0	251	500	249	249	50.2%	
5035	Holocaust Memorial Day	0	50	200	150	150	25.0%	
	Events :- Indirect Expenditure	166	967	1700	733	733	56.9%	0
	Net Expenditure	(166)	(967)	(1,700)	(733)			
<b><u>800 Cycle Friendly</u></b>								
1450	Cycle hire fee income	0	218	0	(218)		0.0%	
		0	218	0	(218)			0
4475	Special Projects	0	3720	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

**Deal Town Council**  
**Detailed Income & Expenditure by Budget Heading 31/03/24**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent	Transfer to/from EMR
Cycle Friendly :- Indirect Expenditure	0	4636	0	(4,636)	(4,636)		766
Net Income over Expenditure	0	(4,418)	0	4418			
6000 plus Transfer from EMR Movement to/(from) Gen Reserve	0	766					
	0	(3,652)					
<b>900 Projects</b>							
4385 Town Signage	0	6190	0	(6,190)	(6,190)	0.0%	5023
4475 Special Projects	9500	32000	0	(32,000)	(32,000)	0.0%	32000
4500 Repairs & Maintenance	0	2083	0	(2,083)	(2,083)	0.0%	2083
Projects :- Indirect Expenditure	9500	40273	0	(40,273)	(40,273)		39106
Net Expenditure	(9,500)	(40,273)	0	40273			
6000 plus Transfer from EMR Movement to/(from) Gen Reserve	9500	39106					
	0	(1,167)					
<b>Grand Totals:- Income</b>	5987	551075	535462	(15,613)		102.9%	
<b>Expenditure</b>	59626	670387	549471	(120,916)	(120,916)	122.0%	
<b>Net Income over Expenditure</b>	(53,639)	(119,312)	(14,009)	105303			
plus Transfer from EMR	11343	121239					
less Transfer to EMR	0	100					
<b>Movement to/(from) Gen Reserve</b>	<u>(42,296)</u>	<u>1827</u>					

**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance & General Purposes Committee,  
Committee members

**From:** Nadine Miller, Climate Change & Communications Officer

**Date:** 10<sup>th</sup> May 2024

**Subject:** Free use of the Town Hall request for University of Greenwich presentation

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Deal Town Council has been approached to host a presentation on how to retrofit your home by a professor at the University of Greenwich.

Facilitated by Kent County Council, it will be a two-hour talk that would be free for residents to attend, and topics will include:

- Why retrofit
- Building fabric and materials
- Heating/cooling and renewables
- Smart buildings
- Quick wins

Hosting such an event would be in line with our Town Plan ambitions to promote more engagement with residents and sits within Priority Area 6 – Helping Our Citizens and Businesses in our Carbon Strategy.

If agreed, the free use hire would be from 6:30pm to 8:30pm on Monday 10 June 2024. It would become part of Deal Town Council's activities during Great Big Green Week which runs from Saturday 8 June to Sunday 16 June.

The event would be in partnership with KCC and the University of Greenwich and all promotional activities would include the Deal Town Council logo.

**Recommendation.**

Members to consider agreeing to the free use of the Town Hall on Monday 10 June or Tuesday 11 June 2024 between 6:30 pm and 8:30 pm for the University of Greenwich presentation on domestic retrofitting.

**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:** Paul Bone – Responsible Finance Officer

**Date:** 15<sup>th</sup> May 2024

**Subject:** Free pitch at the Saturday Market request from Kent Police

---

Earlier this year the Kent Police Rural Team and Community Engagement Team applied for free use of the undercroft to offer the public advice, free home and personnel security items, information on fraud, domestic abuse, theft, vehicle crime.

In discussions it was identified that a pitch at the Saturday Market would be more suitable and a single free use of the Charity pitch at the Saturday Market was authorised.

This proved very successful, and the Kent Police Rural Team and Community Engagement Team would like to hold more of these and have requested a pitch at the market in July.

**Decision required.**

- 1) Members to consider the above request for a free pitch at the Saturday Market in July to the Kent Police Rural Team and Community Engagement Team.
  
- 2) Members to consider if the Kent Police Rural Team and Community Engagement Team can be granted further free pitches at the Saturday Market on a regular basis.



**DEAL TOWN COUNCIL  
MEMORANDUM**

**To:** Councillor T Bond Chairperson of the Finance & General Purposes Committee,  
Committee members

**From:** Gary Simpson, Facilities Manager

**Date:** 12<sup>th</sup> May 2024

**Subject:** Allotment Tenancy Agreement review

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I have carried out a review of the Allotment Tenancy Agreement and recommend some changes to clarify certain points in the agreement.

Please see attached marked up draft revised Allotment Tenancy Agreement.  
(Lines highlighted in yellow are to be removed and replaced with the lines highlighted in green)

**Recommendations.**

1. To agree the proposed changes to the Allotment Tenancy Agreement.
2. That the proposed changes take immediate effect.

**Decisions required:**

Members to consider the above recommendations.

# TENANCY AGREEMENT FOR ALLOTMENTS HOLDERS

(For domestic cultivation only)

THIS AGREEMENT made on this FIRST DAY OF OCTOBER TWO THOUSAND AND TWENTY THREE BETWEEN the Deal Town Council (hereinafter called the Council) and ..... (hereinafter called the Tenant) by which it is agreed that:

1: The Council agrees to let and the Tenant agrees to hire, as a tenant from 1 October 2023 the Allotment, the area being 48 Square meters @ £0.48 per Square meter and part of the Allotments provided by the Council at Park Avenue and at the current rent of £23.04 and numbered ..... in the Council Allotment Register.

2: The Tenant shall pay a yearly rental on the commencement of the tenancy and thereafter on the 1st day of October in each year.

3: The tenancy agreement will be based on a rolling contract, automatically renewing on the 1<sup>st</sup> October every year, unless either party gives notice to cancel. Any change to the rate of letting will be notified to the tenant a minimum of 3 months prior to the automatic renewal.

## Allotment Tenancy Agreement.

### The Tenant agrees with the Council on the following conditions.

It is expected of every tenant to treat their fellow plot holders with politeness and respect and not to cause or permit any nuisance or annoyance to the occupier of any adjoining land, nor obstruct any paths or roadways set out by the Council. If a tenant behaves in an anti-social manner or persists in a manner that threatens other people on the site, then they put their tenancy at risk. If there is a disagreement between occupiers, all complaints or questions of dispute between the Tenant and any other occupier of any part of the site shall be referred to the Council whose decision shall be final.

#### 1. Restriction on Assignment.

To cater with the waiting list of 2 years plus, no existing tenant holder should pass their tenancy over to another person or member of their family, unless due to compassionate circumstances when a deceased tenant's partner requests a transfer of tenancy, providing, they are actively cultivating the plot. This will be taken on a case-by-case basis by the Allotment Officer. No tenant to sub-let or assign any part of their plot to another person.

New tenancies are let based on one person per household signing up to be responsible for the plot. Proof of address will be required.

#### Inspection

That any officer or agent of the Council shall be entitled at any time whatsoever directed by the Council to enter and inspect the plot.

That the Tenant inform the Council immediately of any change of address.

#### 2. Use of Plot

Tenant to use the plot as an allotment garden and for no other purpose whatsoever

The tenant will use the allotment plot wholly or mainly to produce vegetables or fruit crops for consumption by the tenant and his/her family and for no other purpose. Grass areas are permitted but may only form pathways, small seating, or fruited areas. Grass is to be maintained to a height less than 10cm (about 3.94 in) throughout the growing season. An area no greater than 25% of the allotment plot may be used for leisure gardening purposes such as growing flowers, creating, and maintaining a bio-diversity habitat. A small seating area may also be incorporated into this area for use by the tenant.

Carpet or carpet underlay will not be used as a weed suppressant only proprietary material is permitted, such as

- purpose bought weed suppressant which can be obtained at any garden center or DIY store providing the cut end has been sealed to prevent fraying and harm to wildlife
- Carboard
- Bark chipping
- Leaf mulch

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

### **3. Cultivation**

Tenant to keep the plot free from weeds and well manured and otherwise maintain it in a proper state of cultivation and fertility, tidy and in a good condition.

The plot must be kept clean, tidy and in a good state of cultivation and fertility, in good condition and clearly and legibly displaying the plot number stated on the Allotment Tenancy Agreement, failure to do so may result in a non-conformity notice being sent and continued failure may result in a tenancy termination. To the Allotment Tenancy Agreement, cultivation is defined as the plot being dug over ready for planting with seasonal crop production evident. A weed suppressant membrane, strimming or use of herbicide is not considered a substitute for cultivation. A new tenant shall be expected to progressively clear one third of the plot within three months, with the plot cultivated within one year from the tenancy's start. Failure to cultivate your plot will result in you being served a Termination Letter or Non-Cultivation Notice.

It is prohibited to grow plants which produce illegal substances or are otherwise prescribed. Plants that may cause anaphylactic shock will be clearly labelled.

### **4. Pests and Infection.**

In the event of the plot and/or the plants thereon becoming infested by insects or rodent pests or becoming affected by contagious diseases or conditions, to treat the same with the use of chemicals approved by the Ministry of Agriculture, Fisheries and Food applied in accordance with the manufacturers' instructions. The utmost care must be taken to ensure such chemicals do not drift outside the plot boundary and are stored in a secure location in the original packaging.

### **5. Trees Shrubs etc. Restriction on Cropping.**

Tenants are not encouraged to plant on the plot any trees or shrubs, fruit bushes or crops that would cause interference or take light from adjoining land.

### **6. Hedges.**

Tenant to keep any hedges on or adjoining the plot properly cut and maintained.

## **7. Waste disposal, refuse and bonfires.**

Tenant to seek permission from the Allotment Officer for written consent from the Council to cut or prune any timber or other trees.

~~It is the tenant's responsibility to dispose of their own allotment waste off site and not leave materials anywhere on the site. Tenants are encouraged to use the Council recycling facilities.~~

A tenant must not deposit or allow to be deposited on the allotment site any household or other rubbish or matter. Rubbish or unwanted materials accumulated on the allotment plot must be removed from the site after each visit. Fly-tippers will be prosecuted, and their tenancy will be terminated. The council encourages the use of the recycling center for all waste products.

**Tenants do not deposit on the plot any refuse or decaying matter (except manure and compost in such quantities as may be reasonably required for cultivation), or place any matter in the hedges, ditches or drains in the allotment site of which the plot forms part of.**

**As of 21.09.2021 Deal Town Council does not allow bonfires on any of its allotment sites.**

## **8. Buildings, structures and polytunnels.**

Without written consent from the Council, it is forbidden to erect any building or structure on the plot including polytunnels. Any new sheds or greenhouses must have guttering attached and water butts to collect the water.

## **9. Fencing or Barbed Wire.**

To be responsible for any fencing necessary for the protection of crops but not to erect any fencing whatsoever without the written consent of the Council. No consent will be given for the erection of barbed wire fencing. Tenants will need to seek written consent from the Council to deposit on the plot any galvanised or other sheeting, iron work, tins, barrels, oil drums or other metal articles except where a proper tank is being used for water storage.

## **10. Boundaries/Barrow tracks.**

To allow where the plot adjoins another allotment garden, nine inches of land to make with a similar allowance by the adjoining tenant, a barrow track eighteen inches wide and to keep the same free from hazard or obstruction.

## **11. Dogs.**

If bringing a pet dog on site, the dog should be controlled and kept on a leash. All feces must be removed immediately and disposed of appropriately off the site.

## **12. 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.

## **13. Notices.**

Not to erect any irrelevant notice or advertisement on the plot.

## **14. Disputes between occupiers / nuisance.**

Refer to tenancy agreement introduction.

## **15. Yielding up.**

When the Tenant yields up the plot at the determination of the tenancy created by this agreement in such conclusion as shall be following the agreements contained in this Agreement and that the Tenant shall remove from this plot any structure, ironwork or other article or material not belonging to the Council).

Not to interfere with any property of the Council on or adjoining the plot or allotment site of which the plot form's part.

## 16. Inspection.

The Allotment Officer or an authorised representative will undertake periodic inspections of individual allotment plots to ensure cultivation is compliant with the Allotment Rules and conditions and the Allotment Tenancy Agreement.

Where a plot is found to be unsatisfactory a warning notice will be issued. The notice will describe the reason for the warning and allow four weeks to improve the allotment plot.

The Allotment Officer or authorised representative will undertake a further inspection of the plot at the end of the four-week period and a further assessment will be made. If the plot condition fails to comply with the warning notice, a termination of tenancy letter will be issued giving four weeks' notice for the removal of structures and belongings on the plot.

A tenancy agreement can also be cancelled if the tenant receives two warning notices within one year unless the tenant has contacted the Council and explained why the plot has not been kept in a good condition, such as illness etc. The Council will review the situation on a case-by-case basis.

## 18. Byelaws.

To observe any Byelaws of Allotment rules made by the Council before or after this agreement.

## **B. Determination of Tenancy.**

The tenancy shall determine in any one of the following ways:

1. The tenancy of an allotment plot shall, unless otherwise agreed in writing, terminate two months after the death of the Tenant.
2. By the Tenant giving the Council one month's written notice to quit expiring at any time.
3. By the Council giving the Tenant 12 months written notice to quit expiring on or before 6<sup>th</sup> April or on or after 29<sup>th</sup> September in any year in accordance with the Allotments Act 1922 s1(1)(a).
4. By re-entry by the Council at any time after giving 3 months' notice in writing to the Tenant on account of the plot being required for any of the purposes set out in paragraph (b), (c) or (d) of sub-section 1 of the Allotments Act 1922 s1.
5. By re-entry at any time after giving one month's notice in writing to the Tenant in accordance with the Small Holdings and Allotment Act 1908 s30(2):
  - (i) If the rents or any part of them are in arrears for not less than 40 days whether legally demanded or not;
  - (ii) If it appears to the Council, not less than three months after the commencement of the tenancy, that there is a breach of the conditions and agreements on the part of the Tenant contained in this agreement;
  - (iii) If the Tenant shall become bankrupt or compound with their creditors.

6. In the event of this Agreement determining under clause B2 or any of the provisions in clause B5 no part of the rent paid in advance will be refunded.

7. The Council will initially write to any Tenant where it is considering cancelling a tenancy agreement, explaining the reasons for its concern and asking the Tenant for an explanation. Sometimes a plot is not being cultivated due to illness, and the Council will consider this and not be unreasonable. A written Notice to Quit will only be issued after all reasonable efforts to resolve the issue have been unsuccessful.

### **C. Notices.**

Any notice to be given by the Council to the Tenant under the terms of this Agreement may (without prejudice to any other means of service which may lawfully be available to the Council) be served on the Tenant either personally or by leaving it at their last known place of residence, by letter sent by recorded delivery service addressed to them there or by fixing the same to the allotment in a conspicuous manner. Any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Tenant and sent in a prepaid envelope or handed in person to an Officer of the Council.

**DEAL TOWN COUNCIL  
MEMORANDUM**

To: Cllr T Bond, Chairperson F & GP  
All council members  
From: Joanne Harper, Events Manager  
Date: 13<sup>th</sup> May 2024  
Re: Braderie 15 September 2024

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Due to staff changes I have temporarily taken over the administration of the Braderie with the support of other officers.

There are 28 businesses along the route which are mainly cafes, shops, and bars. Last year, due to low bookings, the committee agreed to lower the price of a shopfront pitch to £20 as an incentive to book, which I understand was welcomed by the shop owners. This year members agreed a £30.00 fee for an 8ft x 8ft shop front pitch. If the businesses do not book the pitches in front of their premises members of the public are then given the opportunity to book these areas.

The Health & Safety Officer and I have been out to inspect the route and to visit the businesses as they were given a deadline for priority booking. The consensus from the owners is that they are not happy to pay to use the pavement area outside of their premises, most are unwilling to do this, and they do not like the idea of having public stalls on the pavement outside as this can block their windows.

Our inspection also highlighted the fact that due to the variation of shop/bar fronts it is not viable to hire 8ft x 8ft public pitches directly outside these premises as in most cases the pavement is not wide enough, or it would be blocking the entrances.

One shopkeeper informed us that they will be using the pavement outside their shop this year but will not be paying for the pitch. They paid last year and believed their trade was affected by parked cars directly outside which had not been moved on the day of the event. We advised that this is always a risk, outside of our control, and that cars are ticketed, but unfortunately, they are not allowed to be moved until the event has ended.

We have received an email from one of the bars along the route informing us that they will be using their pavement area as their usual pavement license permits during the Braderie, and we are expecting to receive more of these.

On the day of the Braderie it is very difficult to enforce the rules regarding shops and bars that have not paid if they decide to set up on the day. The Council Officers on duty will request that they do not do this but are usually ignored.

For this reason, I recommend that the shops/bars along the route are given permission to use the area in front of their business at a nominal fee of £20.00. This would demonstrate the support of the businesses along the route and assist the Deal Town Council Officers on the day of the event.

**Recommendation**

To reduce the fee for shop/bar/cafe owners to £20.00 to use the area outside their shop front.

**Decision required**

Members to consider the above recommendation.

**DEAL TOWN COUNCIL  
MEMORANDUM**

To: Chairperson of Finance & General Purposes Committee  
Members of the Finance & General Purposes Committee

From: Gary Simpson, Facilities Manager and Paul Bone, R.F.O

Date: 14<sup>th</sup> May 2024

Subject: Review of Town Hall costings.

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I have carried out a review of the hire charges and the events that are held in the Town Hall in liaison with the Responsible Finance Officer.

I have aimed to both simplify the hire charges and to ensure that the rates are reflective of the actual costs including the staff time associated with the bookings and a modest contribution to the building overheads.

It has also been identified that within the current hire charges there is no allowance for the room setup and take down times.

The current room charges list separate prices for different days of the week and times of day. When looking at the actual cost to the Council, there is no difference to the actual cost other than for Sunday/Bank Holiday bookings where staff costs will be higher.

The table below shows a comparison of the current hire costs with the actual costs associated with the hire.

**Table 1 – Current hire charges.**

Days	times	Current hourly rate charge	Actual cost ( <b>Note these hourly rate costs do not include set-up and take-down times that need to be recovered</b> )	Recommended new charges
Mon- Fri	0900-1800	£17 p/h	£30	£60 p/h for the first 2 hours and then £30 p/h thereafter. The first two hours incorporate the time taken to set up and clear the event away. Sunday would be double to match staff costs.
Mon-Thur	1800-2300	£21.25	£30	
Fri	1800-2300	£25.50	£30	
Saturday	0900-1800	£29.75	£30	
Saturday	1800-2359	£34	£30	
Sun & B/H	0900-1800	£44.62	£55	
Sun & B/H	1800-2300	£51	£55	
Kitchen hire	One price	£10	£25	£30 this reflects the true cost of cleaning and includes contribution to materials.



**Table 2 - Recommended Charity hire costs.**

Days – any times		Current hourly rate charge	Additional hours
<b>Chamber Hire</b>			
Mon- Sat	1 <sup>st</sup> 2 hours	£60 p/h	£30 p/h
Sunday	1 <sup>st</sup> 2 hours	£60 p/h	£55 p/h
<b>Committee Room</b>			
Mon- Sat	1 <sup>st</sup> 2 hours	£45 p/h	£30 p/h
Sunday	1 <sup>st</sup> 2 hours	£60 p/h	£30 p/h

**Table 3 - Recommended Standard hire costs.**

Days – any times		Current hourly rate charge	Additional hours
<b>Chamber Hire</b>			
Mon- Sat	1 <sup>st</sup> 2 hours	£70 p/h	£35 p/h
Sunday	1 <sup>st</sup> 2 hours	£70 p/h	£63 p/h
<b>Committee Room</b>			
Mon- Sat	1 <sup>st</sup> 2 hours	£50 p/h	£35 p/h
Sunday	1 <sup>st</sup> 2 hours	£70 p/h	£35 p/h

**Table 4 -Additional charges.**

Below is a table of chargeable extras and recommendations for additional chargeable items.

Item	Present charge	Recommended charge (this includes associated costs such as cleaning, repair, and additional staff time)
Kitchen hire	£10	£30
Tablecloth hire	£7 per cloth	£7 per cloth
Projector/screen & digital display screen	£10	Free of charge
Chair covers	Free	£15 per 10
Drinks table & glasses in the chamber	Not currently offered.	£50 p/h, includes tablecloths. Part of a wedding package.
Drinks table & glasses in the undercroft.	Not currently offered.	£55 p/h, includes tablecloths. Part of a wedding package.
Reception in the chamber. (only available if wed in the Mayors parlour)	Not currently offered.	£35 per table of 8 seats, 3 hour minimum hire, plus normal hire costs.
Committee room set for buffet/catering staff.	Not currently offered.	£20 p/h, 3 hour minimum hire, in addition to reception hire.

The mayor's parlour is already included in the Council's wedding licence so incurs no extra cost. Now that the room has been redecorated it can be made ready to be hired for smaller weddings.

The inclusion of the above packages will not involve any extra staff time.

### **Room Capacity.**

I have reviewed the room capacity allowance for the Chamber and propose that it is now time for the capacity to be raised up to 70 seated audience members in theatre style rows.

## **Payment Terms.**

Currently hirers are required to pay:

- Full payment at the time of booking if the hire charge is less than £50, this will be non-refundable in the event of cancellation.
- For higher amounts a non-refundable deposit of £50 is required at the time of booking. A final invoice for the booking will include any additional time incurred if the event/function exceeds the original booked time.

The following changes are proposed.

- a. 50% at time of booking if it is above £100, if not full amount at booking.
- b. Remainder to be paid 14 days before event.
- c. Deposit refundable until 14-day before event.
- d. A finalised invoice is sent after the event if any extras have been incurred.

## **Recommendations**

- 1) Members are asked to consider the recommended hire charges for Charity Hire costs as detailed in Table 2 above.
- 2) Members are asked to consider the recommended hire charges for Standard Hire costs as detailed in Table 3 above.
- 3) Members are asked to consider the recommended changes and additional charges as detailed in Table 4 above.
- 4) Members are asked to consider the inclusion of the mayor's parlour in wedding packages.
- 5) Members are asked to consider raising the maximum seating capacity to 70 seated guests for theatre style only.
- 6) Members are asked to consider agreeing to the proposed changes to the invoicing procedure.
- 7) Members are asked to consider the amended prices are valid for all new booking from this date.

## **Decisions required:**

Members to consider the above recommendations.